
	TRAVIS COUNTY ESD #5 MANCHACA FIRE RESCUE Department Policy / Best Practices	F202
	Authorized by:  Fire Chief Chris Barron	Effective: 9/1/2020 Rescinds: Reference: Application: All Personnel
Training Library		

I. Purpose

The purpose of this policy is to regulate the use of training materials provided in the department’s training library. The department provides training materials that are accessible to the members for reinforcing basic skills as well as for professional development purposes.

II. Policy/Best Practices

- A. **Ownership of training materials.** The materials in the training library are the property of Manchaca Fire/Rescue. Although members may borrow or check out materials from the library, the materials remain the property of the department.
- B. **Copy of materials.** No materials (video, or electronic) shall be copied due to copyright concerns. Small amounts of print material may be copied within the realm of the fair use doctrine for education, training, or research purposes.
- C. **Use by outside persons.** Use of the training library is limited to the members of Manchaca Fire/Rescue unless authorized by a Chief Officer.
- D. **Typical use.** Typically, the materials in the training library are intended to be used by on duty personnel and the materials are to stay on department property. Materials may be used for company training or individual study.
- E. **Return to library.** Material that has not been checked out using the process defined below shall be returned to the library in a neat and orderly manner by the end of the member’s shift.
- F. **Checking out materials.** If a member has a need to check out materials from the library, they may do so with the permission of a company officer. The company officer will ensure that the library check out log is filled out completely. When materials are checked out, they may be kept by the member outside of their on duty time and the materials may be taken from the station. Materials are typically checked out when a member is using a book for a class they are taking or the member is preparing to teach a class.

G. **Responsibility for materials.** When a member removes materials from the library, they are responsible for its condition and its return, intact, to the library. Loss or damage of library materials may result in the member being held financially responsible for the replacement of materials.