

**ILLINOIS STATE POLICE
SRV-007, ACADEMY LIBRARY**

RESCINDS: SRV-007, 2014-055, revised 06-27-2014.	REVISED: 12-20-2018 2018-054
RELATED DOCUMENTS: EQP-013, SRV-200, SRV-221	RELATED CALEA STANDARDS: 33.2.2

I. POLICY

The Illinois State Police (ISP) will maintain a Library at the ISP Academy that contains a copy of, or electronic access to, all of the reference materials cited within Academy approved curriculum, as well as promotional exam study materials. The Academy will also have a system for borrowing, reviewing, and/or copying materials from the library.

II. DEFINITIONS

Library Materials – shall include articles, magazines, books, CD's/DVD's, or other written material.

III. RESPONSIBILITIES

The Academy Commander will designate a person to serve as the Department Librarian.

IV. PROCEDURES

IV.A. Requests to check out library materials may be directed to the Academy Librarian in person, via e-mail, or by telephone.

IV.A.1. Library materials will be checked out through the librarian. In emergency situations, materials may be checked out through other Academy personnel after proper documents have been completed.

IV.A.2. ISP Academy classes and personnel using materials from the library have priority over other requests. If not used for a class, library materials will be reserved on a first come, first served basis.

IV.A.3. Library materials will be returned within 30 days. Failure to follow these guidelines without prior authorization from the Academy librarian will affect the individual's ability to reserve materials in the future.

IV.A.4. If any loaned library material is lost or damaged, the individual who checked the material out is responsible for replacing it. If a replacement copy cannot be obtained, the individual is responsible for supplying the library with an equivalent resource.

IV.A.5. Library material designated as REFERENCES may not be checked out of the library.

IV.A.6. Other resource materials such as slides, videos or other electronic media will be checked out through the Academy Audio-Visual Technician pursuant to established guidelines.

IV.B. Any employee recommending the purchase of materials for the library should either contact the Librarian directly or submit an e-mail to the Librarian listing the following information:

IV.B.1. Type of material

- IV.B.1.a. Book
- IV.B.1.b. CD/DVD
- IV.B.1.c. Magazine
- IV.B.1.d. Newspaper
- IV.B.1.e. Video
- IV.B.1.f. Other

- IV.B.2. Title
- IV.B.3. Author
- IV.B.4. Publisher
- IV.B.5. Publisher's address (if known)
- IV.B.6. Copyright date (if known)
- IV.B.7. Price (if known)

IV.C. Computers with Intranet/Internet connections and web-based training accessibility are available in the Library for students and ISP employees. Users of library computers will abide by the Internet Policies and Procedures included in ISP Directives SRV-200, "Information Security and Disposal of Personal Information" and SRV-221, "Internet Use."

| Indicates new or revised items.

-End of Directive-