

SOG# 504-2	Standard Operating Guideline		
	<h1>Cumberland Road Fire Department Inc.</h1> <p>Books, Publications and Reference Material</p>	Approved By	
		Steven W. Parrish, Fire Chief	
		Effective Date	Revised Date
		September 1, 2018	October 1, 2020

I. Purpose:

The purpose of this policy is to establish a uniform means of maintaining the publication and reference material libraries assigned to the Cumberland Road Fire Department.

II. Policy:

It will be the policy of the Cumberland Road Fire Department to maintain a usable library for all firefighters to use for training and studying while at the fire station.

III. Definitions:

Inventory - A detailed itemized written record.

Library - A collection of books, publications and reference material that are systematically arranged.

Publications - An issue of printed or written material.

Reference Material - A book or publication to which one can refer for authoritative information.

IV. Procedure:

A. Library Books, Publication and Reference Material Accountability

1. Current books, publications and reference materials shall have a number assigned, to include Department's initials, in sequence starting with the number one (1). Example: CRFD-1
2. New books, publications and reference materials shall have a number assigned before being placed in the inventory by using the next number in sequence from the current list.
3. A current list is to be maintained to include the inventory number assigned, name of book, Publication and or reference material, and edition.
4. No book, publication or reference material located in the **Training office** shall be permitted to be loaned out with the intent of removing them from the premises of the station. **Only the Fire Chief can grant permission for a book, publication or reference material to be loaned out and to leave the station.**

B. Frequency of inventory.

1. A visual inventory shall be conducted on the **last day of March, June, September, and December**, using the inventory list to ensure all books, publications and reference materials are accounted for.

C. Documentation

1. After the monthly inventory is conducted, the inventory form shall be filled out, **by a member of the Training division** on Aladtec.

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D. Maintenance of Books, Publication and Reference Material.

1. As part of the monthly inventory, a wear and tear check shall be made of all items in the inventory.
2. The repair of damaged items shall be coordinated **through the Training Division and the Asst. Fire Chief of training.**
3. Any inventoried item that has been damaged beyond repair shall be sent to the Training Division for replacement. **The Fire Chief will be notified of any books needing replacement.**

E. Use of the Training Division's Books, Publications and Reference Material

1. The Training Division maintains a library for loan out to firefighters on a first come first serve basis.
2. Loan outs are on a limited basis, no more than two weeks at a time. This can be extended with prior approval of the training division, but not to exceed one month.
3. Loaned books will require a **Property Loan Form** found on Aladtec to be **completed by the Training Division. Only the Fire Chief can grant permission for a book, publication or reference material to be loaned out and to leave the station.**

F. Books, Publication and Reference Material edition changes.

1. Publications and reference materials will be replaced or changed as deemed necessary by the Fire Chief or his/her designee.

G. Responsibility

1. It will be the responsibility of the **Training Division** to ensure this policy is adhered to. **The Training Division will inventory, inspect and ensure that documentation into Firehouse RMS and Aladtec are completed.**
2. **All request for Books, Publications and Reference Materials must go through the Training Division.**