

## 11. GRIMES PUBLIC LIBRARY CREDIT CARD POLICY

The Library Director shall have available upon approval of the Library Board, a credit card, to be used only for library materials, library support, or for continuing education purposes. The Library Director or his/her designee shall have possession of the card.

The credit card shall be returned to the Library Board President at the time the Library Director leaves the job as Director of the Grimes Public Library in any capacity. The Board President will then give a receipt, the card shall immediately be cut up, and the account will be cancelled.

If the Board of Trustees deems that the card has been used inappropriately the user will be responsible for any charges incurred from inappropriate use. Inappropriate use of the credit card may result in termination of employment.

Approved by the Grimes Public Library Board of Trustees: 10/01; 01/13; 05/15; 03/18