

AUSTIN PUBLIC LIBRARY
POLICY FOR IN-LIBRARY USE AND CARE OF *THE SAINT JOHN'S BIBLE*

1. All seven volumes are to be kept in the locked display/storage case or in a secured area of the library (as designated by the Library Director) at all times, except during Open Viewing hours, use for a program or special exhibit, or when borrowed by an approved applicant for out-of-library use. Volumes are not to be left unattended outside of the storage case or secured area for any length of time.
2. Anyone handling *The Saint John's Bible*, or its boxes or protective coverings must assure his or her hands have been washed with soap and water and are free from lotions or other topical substances that may cause damage to the volumes or cases. Designated library staff, volunteer docents and anyone else approved to handle the volumes are expected to follow the Use and Care guidelines provided by St. John's University for the Heritage Edition of *The Saint John's Bible*.
3. Volumes of *The Saint John's Bible* may be transported and used outside of the Austin Public Library only as permitted by the Library Director or designated staff members and only under the conditions outlined in the Out-of-Library Conditions of Use Agreement.
4. Photocopying, scanning or other forms of reproduction are not permitted, except as provided in the Memorandum of Understanding regarding use of images from *The Saint John's Bible* between the Austin Public Library and St. John's University. Photographing of *The Saint John's Bible* is permitted, except for such purposes as would constitute copyright infringement.
5. Open Viewing (viewing of a volume of *The Saint John's Bible* outside of the display case) shall occur as volunteer docent and/or staff availability allows and to meet demand, so long as it does not preempt the regular and usual business of the Austin Public Library. Open Viewing Hours will be posted as they become known and may be canceled without notice if deemed necessary by designated library staff.
6. Groups or individuals may request special Open Viewing Hours by appointment and prior arrangement with designated library staff. Such appointments are contingent upon staff or volunteer availability and are subject to cancellation by the designated library staff.
7. Volunteer docents for *The Saint John's Bible* shall participate in a training session with designated library staff. Volunteers are expected to follow and enforce all guidelines with respect to docent responsibilities.
8. Any damage to or soiling of *The Saint John's Bible*, its boxes or storage/display case is to be immediately reported to the Library Director or other designated library staff member. The Library Director or designated staff member will oversee or arrange for any repairs or remediation, as well as address the cause of such damage or soiling.

Instructions for Open Viewing:

- Each volume should be displayed with sufficient space for viewing.
- Tables should be covered with a clean tablecloth to prevent soiling of the volume.
- Volumes are to have constant supervision by a trained volunteer docent or designated library staff member. The volumes are not to be left unattended in the library's public spaces for any length of time.
- Volunteer docents or a designated library staff members will handle and turn the pages, unless they are certain that a patron's hands are clean (gloves are not to be used), in which case the patrons may directly handle the pages under supervision. Patrons should not lift or move the volumes.

LAST REVIEWED: Dec. 2018
ADOPTED: Dec. 2011