

## **Jefferson County Public Library Library Insurance Policy**

### **Policy Statement**

The Library will maintain in effect insurance policies on its buildings, and their contents in accord with the law. The Library's property insurance will include coverage for Library materials, works of art, mechanical systems, computer equipment and systems, and property while in transit.

Donated materials are managed by the Jefferson County Library Foundation and are not covered by the Library's property insurance.

The Library will maintain in effect insurance policies for general comprehensive on its vehicles to comply with the law. This liability coverage will include the Library Board of Trustees, and all Library employees for acts of errors or omissions.

All employees who handle cash will be bonded. Other insurance as required by the term of approved contracts or agreements will be in effect by the Library.

The Director of Administrative Services will develop a comprehensive plan and program to manage the Library's insurance, and procure insurance policies that meet the requirements established by the Library Board of Trustees.