




**City of Winchester
Fire & Rescue Department
STANDARD OPERATING PROCEDURE**



Section: Training	SOP: 12.1
Subject: Station Library Books	Executed: December 13, 2010 Revised: January 9, 2012
Approved:  Scott Cullers, Fire Chief	

SCOPE

To develop a procedure to manage each stations library.

INVENTORY

The following textbooks have been purchased for each station to be added to their current library inventory:

- **Delmar Firefighter's Handbook 3rd edition.** ISBN # 1-4180-7320-2
- **IFSTA Fire & Emergency Services Officer 4th edition.** ISBN # 0-87939-281-9
- **Ladder Company Fireground Operations 3rd edition.** Hal Richman. ISBN #-978-0-7637-4496-0
- **Engine Company Fireground Operations 3rd edition.** Hal Richman. ISBN #978-0-7637-4495-3
- **Fire Officer's Handbook of Tactics 3rd edition.** John Norman. ISBN # 978-1593-159370-062-4
- **Brady Emergency Care 11th edition.** ISBN # 978-0-13-500523-1
- ~~**Delmar Firefighter's Handbook: Basic Essentials of Firefighting.** ISBN # 978-4018-3582-8~~
- **IFSTA Aerial Apparatus driver/Operator Handbook 2nd edition, 2009.** ISBN # 978-0-87939-359-5
- **IFSTA Pumping Apparatus Driver/Operator Handbook 2nd edition, 2006.** ISBN # 0-87939-278-9

PROCEDURE

1. Books shall not be removed from the station, nor may they be loaned out to anyone.
2. Station Officers shall ensure that the books are kept in a secure area.
3. All library books shall be inventoried on a recurring cycle as defined by the station Lieutenant.
4. Books may be used by any career and volunteer personnel within their stations for study purposes.
5. Textbooks are to supplement the current inventory that exists at each station.
6. Newer versions of books will take precedence over an older version / edition.