

POLICY: Borrowing Materials by Library Staff – Library 1

POLICY STATEMENT

To ensure equitable access for all library users, the borrowing rights, privileges and obligations of the Tree County Library staff are the same as those extended to the general public.

REGULATIONS

1. A new staff member who lives within the County limits and does not have a library card will be issued one by the Circulation Supervisor on his or her first day of work.
2. A staff member who lives outside the County may purchase a non-resident card for a fee of \$50.00 per year, the same fee paid by other non-residents.
3. A staff member who wishes to borrow library materials must have a valid Tree County Library Borrower's card.
4. A staff member who lives outside the library's service area, and does not have a personal Tree County Library card, may use the Unit card assigned to his or department to borrow materials associated with a work assignment.
5. Circulation services staff are responsible for checking out and checking in the materials borrowed by library staff members. Library staff are not to check out the materials they wish to borrow or check in the materials they are returning.
6. Staff members will observe the same loan periods and loan limits that are observed by the general public.
7. Staff members are responsible for paying the same fines and fees that the general public are charged as described in the Fees and Charges Policy. Fees and fines should be paid at the Circulation desk by presenting the amount owed to a member of Circulation services staff. Library staff are not to clear their own fees and fines from their borrower's record.
8. A staff member who wishes to borrow an item that is not currently available should place a reserve on the item.
9. New books and other new library materials should be made available to the public within 24 hours of their receipt from Technical Services. Staff members may borrow any of these items once they have been shelved in the public area.
10. A staff member who is aware of another staff member violating this policy must inform his/her immediate supervisor.
11. Unit supervisors are authorized to waive these regulations for a member of his or staff if so doing is essential to the completion of a work related assignment.

POLICY: Borrowing Materials by Library Staff – Library 2

POLICY STATEMENT

All Tree County Library staff are expected to be knowledgeable about materials in the library collection. To encourage staff to read, view, and listen to a wide variety of library materials, the borrowing rights and privileges of library staff are different from those of the general public

REGULATIONS

1. A new staff member who lives within the County limits and does not have a library card will be issued one by the Circulation Supervisor.
2. A new staff member who lives outside the County limits and does not have a library card will be issued one by the Circulation Supervisor at no charge.
3. A staff member who wishes to borrow library materials must have a valid Tree County Library Borrower's card.
4. Staff members must check out all materials they wish to remove from the building for personal use
5. Circulation services staff are responsible for checking out and checking in the materials borrowed by library staff members.
6. Staff members will observe the same loan periods and loan limits that are observed by the general public.
7. Staff members will not be charged fines if they fail to return materials by the due date.
8. Staff members will be charged the same fees as the general public if they lose or damage an item. Fees and fines must be paid at the Circulation desk by presenting the amount owed to a member of Circulation services staff. Library staff are not to clear charges from their own borrower's record.
9. Library staff may borrow materials before they are made available to the public as long as there are no pending reservations on the item.
10. A staff member who wishes to borrow an item that is not currently available should place a reserve on the item.
11. A staff member who is aware of another staff member violating this policy must inform his/her immediate supervisor.
12. Unit supervisors are authorized to waive these regulations for a member of his or her staff if so doing is essential to the completion of a work related assignment.

TEMPLATE: Borrowing Materials by Library Staff

POLICY QUESTIONS TO ADDRESS

1. What borrowing rights and privileges does library staff have?
2. Are these borrowing rights and privileges the same as those of other library users?
3. How do the borrowing rights and privileges extended to library staff support the library's goals and objectives?

REGULATIONS QUESTIONS TO ADDRESS

1. Must a library staff member who wishes to borrow library materials have a library card? If so, what verification of identity and current residence must they present to obtain a card?
2. May a library staff member issue his or her own library card or must it be issued by another staff member?
3. If a staff member lives outside the service area of the library, may he or she obtain a library card without paying a fee if other non-residents are charged for a library card?
4. May a library staff member check out materials he or she wishes to borrow or must they be checked out by another staff member?
5. Are library staff members required to present their library card when they check out library materials?
6. May a library staff member check in the materials he or she has borrowed or must they be checked in by another staff member?
7. Are library staff members subject to the same borrowing limits as other library users?
8. May library staff members borrow library materials before they are available for public use?
9. Are library staff members subject to the same loan periods as other library users?
10. If library users are charged a fee to reserve an item, are library staff members charged the same fee to reserve an item?
11. If library users are charged overdue fines, are library staff members charged the same fine if the return materials which are overdue?
12. If library users are charged fines or fees for other purposes, are library staff members charged the same fees and fines?