

ITEM NUMBER: 10.29
CHAPTER 10: Circulation
CODE: Policy
COMPUTER ID: CIPR-5

Title:	Borrowing Materials by Staff
Effective Date:	8/2011
Authorized By:	Library Board of Trustees/Library Director
Date of Last Revision:	8/2011

Policy Statement:

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

Regulations

1. A new staff member who 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 wishes to borrow library materials must have a valid Marathon County Public Library card.
3. A staff member may use the card assigned to his or her department to borrow materials associated with a work assignment, for a reasonable time period.
4. 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. Branch staff may need to checkout their own materials in some cases, but they must keep receipts to verify their transactions.
5. Staff members will observe the same loan periods and loan limits that are observed by the general public.
6. Staff members are responsible for paying the same fines and fees that the general public is charged as described in the checkout policies. 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 records.
7. A staff member who wishes to borrow an item for personal use that is not currently available should place a reserve on the item.
8. New books and other new library materials should be made available to the public once they have been processed by technical services. Staff members may borrow any of these items once they have been shelved in the public area.
9. A staff member who is aware that another staff member is violating the Borrowing Materials by Staff policy must inform his or her immediate supervisor.
10. Managers are authorized to waive these regulations for a member of their staff if so doing is essential to the completion of a work-related assignment.