STAFF AS PATRONS

Library staff are to be treated the same as patrons when it comes to the use of library materials and services. The practice of treating staff just the same as patrons shields us from any criticism for granting ourselves special privileges. As Library staff members, the overriding responsibility is to provide the public with high quality library service through optimal access to materials and services. By following the same rules we establish for patrons, we keep in touch with our public and uphold the highest standards of professional conduct.

1. Staff members are allowed one patron library account for personal use.

2. Personal accounts for staff members are to be created by another staff member.

3. Library accounts must be issued using the staff member's legal name.

4. Staff members may not receive their own fine payments, waive their own fines, or handle any financial transactions related to their personal library accounts. Self-check, and e-commerce stations, and other self-service fine payment options may be used by staff to pay fines. All other payments, for any reason, must be given to another staff member for appropriate resolution and recording.

5. Staff member accounts are subject to the same criteria, such as fine balances, number of overdue items, etc., for determining account standing as other patron accounts.

6. Staff members may not alter any information in their own patron accounts.

7. Other than for public service transactions, personal library records of staff members are not to be accessed by other staff members, unless directed to do so by the Library Director, Deputy Director or Automation and Financial Services Manager.

8. Work-related library cards are to be issued by a library automation system administrator with the approval of the staff member's supervisor.

9. Staff members who are issued a work-related library card should use that card for library business purposes only. Personal library cards should be used only for personal checkouts.

10. Whenever possible, staff members should use self-service options for personal checkouts, or should have another staff member perform personal checkout transactions.