Staff as Borrowers

Staff patron records are to list the staff member’s home address in the primary address field. Alternate address field should reflect the service unit address.

- Staff members are governed by the same policies and procedures as the general public except in the payment of fines.
- Staff members are expected to follow all circulation policies and procedures, including the prompt return of materials and payment for any item lost or damaged, or payment for an item that has not been returned and has reached the billing stage.
- Staff may not take new items home to read, listen to, or view prior to checking those new items into the circulating collection.
- Staff cannot override the ILS system except under the specific direction of the circulation supervisor, supervising librarian of the service unit, or the director. Staff cannot alter their personal patron record or that of any another patron for their own benefit or the benefit of another patron, if that action violates circulation policies.
- Library staff that have items at billed status will be contacted by their service unit manager and asked to return the items.
- Staff are responsible for protecting the confidentiality of all borrowers, including staff. No staff record should be accessed for any purpose other than assigned circulation work.

[Signature]