

Materials Checked Out To Staff:
A Policy Statement On Overdue, Lost Or Damaged Materials
East Bonner County Free Library District

Policy Statements

Overdue Materials:

Staff members have all of the rights and responsibilities shared by other library patrons regarding access to services and use of collections and resources. However, it shall be the policy of the Board of Trustees that occasional fines related to overdue materials shall be waived for library staff, their spouses and dependent children, and volunteers as approved by the volunteer coordinator.

This is a privilege that has been extended to employees and approved volunteers based on an understanding that they have an ethical and professional responsibility to:

1. check out only those materials that can reasonably be used within the normal circulation period or renewal period;
2. observe all other library policies regarding the circulation and renewal of materials;
3. keep a record of materials checked out to themselves, and family members, to avoid unnecessary generation of overdue notices and use of staff time;
4. promptly return or pay for materials upon notice that they are overdue; and,
5. make special arrangements for extended use of materials for job-related or professional purposes.

Lost or Damaged Materials:

Library staff and volunteers are responsible for loss of, or damage to, library materials checked out on their accounts or the accounts of dependent family members. Prompt payment of all charges is expected.

Cancellation of Privileges:

Upon receiving evidence that this privilege has been abused (i.e., frequent reports or large numbers of overdue materials, or failure to follow circulation policies and/or procedures) the Library Director, or his/her designee, may suspend the waiver of overdue charges. The suspension shall be in writing. It shall contain the cause for and duration of the suspension, and, the case of a staff member, may be appealed in accordance with the Library District's grievance procedures.

Adopted 7-30-91
Revised 5-13-13
Board of Trustees
East Bonner County Free Library District