



## Staff Circulation Policy

Staff at the Mattoon Public Library shall have all the rights accorded to them as a patron of the library.

Staff living outside the city limits shall receive a waiver of the non-resident card fee for their personal library card and that of their immediate family (spouse and children) only.

Staff must adhere to the policies that determine the number of items that may be checked out at one time.

- Staff requiring excess checkout privileges to perform their duties will have a special library account for this purpose.

Staff are allowed to have overdue materials but they are to be kept at a minimum. To ensure this staff members are allowed to override a non-renewal block once. As long as the library fines are below \$10 at any time a staff member may see a person in charge (PIC) to have these fines waived.\* Staff with fines over \$10 will be required to pay them within a week of notification.

All lost and damaged items must be paid for or the cost will be deducted from the employees next paycheck. Fees for Mattoon Public Library items may be lowered to replacement cost only, but fees to all other libraries will remain as billed. If an item is lost or damaged staff are to notify a PIC immediately.\*

Staff members are responsible for the library cards of their immediate family. The staff circulation policy applies to staff only, immediate and all other family and friends must adhere to the standard circulation policy.

This policy serves as the 1<sup>st</sup> written warning on staff circulation records. Failure to comply with this policy will result in termination of employment with the Mattoon Public Library.

\* For the purposes of this policy staff report to PICs and PICs report to the Director or Assistant Director.