

MORE Policy on Use of Personal Cards for Library Business
1/21/2011
Revised: 9/26/2014; 11/18/2016 (effective 12/28/2016)

Library staff and volunteers should not use their personal library cards in conducting the business of their libraries. In lieu of using a personal card, staff members should use a card set up for their department or library. This will:

- Protect staff members from being held responsible for charges or fines accrued on their personal library cards during the course of conducting library business.
- Ensure that library staff are not abusing their privileges—even accidentally—by performing staff functions such as waiving fines or extending due dates on materials they've personally checked out.
- Protect other libraries from reimbursement issues when staff members check out materials for library purposes on their personal cards.

Appropriate use of library department cards includes:

- Requesting and checking out materials for short-term display. It is strongly discouraged that libraries request and check out timely or seasonal high demand items for this purpose.
- Requesting book club titles
- Collection or database maintenance projects
- Story Time and programming titles

Library department cards may not be used to circumvent MORE circulation policies and procedures when other libraries' items or holds are involved. These cards are subject to the Abuse of Staff Privileges policy.

MORE staff can help with setting up these cards. If a library notices that another library's staff member is misusing a card for library business, send an email to that library's Director about the problem and copy the MORE Administrator. If the issue is not resolved in 14 days, the MORE Administrator will take further action.