

## Staff Use of Collection Materials

Approved by Library Board: 2/19/08

Date(s) of Revision: 04/11/11; 8/14/17

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The Baker County Library District (BCLD) has a strong public service commitment to **equality of access for all**. Our patrons have high expectations about the extensive collection of materials we provide them. Baker County Library staff members have access to the entire collection using either their personal library cards or, in some cases, a Special Use Library Account. This access to the collection and circulation records requires a high degree of trust and professional ethics. Staff must take precautions to not grant special privileges to themselves or others, or even create the impression of such impropriety.

Therefore, with the goals of balancing

- fairness of access for both staff and the public, and
- encouraging staff familiarity and excitement about new media,

the following will assist staff in making appropriate use of the collection:

### Guidelines for Staff Use of Collection Materials

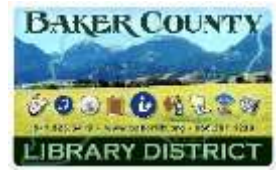
***Staff is not permitted to use their position to gain privileged access to any collection materials.*** Any access not available to the general public is considered privileged. To ensure equal access, staff members will place holds as any member of the public using their personal library card for items currently in demand or expected to be in high demand. **Manipulating the holds queue for personal gain is prohibited.**

***Staff members are not permitted to have unauthorized possession of library materials or to hold materials for extended periods, especially when there are reserves on those items.*** It is recognized that staff members may need additional time to use collection materials in the course of their work; however, they are limited to those materials that are directly needed to conduct business. Because fines are not charged to staff, it is important to use good judgment about how many materials are checked-out and how long they are held, so that the public is not denied access to significant portions of our collections. **Extending checkout periods for personal use beyond what would be granted to the general public is prohibited.**

***Staff may only review another staff member's circulation record for the same reasons any patron record is reviewed.*** This has generally meant to resolve circulation problems, investigate location, status, or find out why the holds queue is not moving. **Under no circumstances will staff review an individual record to determine what a person is reading or viewing.**

### Guidelines for Professional Use of Special Use Library Accounts

***Staff members may place holds using Special Use Library Accounts for materials needed for professional reasons.*** Confidentiality rules that apply to personal library cards do not apply to Special



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Use Library Accounts. Acceptable work-related reasons for placing holds using the branch library card include:

- Requested or scheduled presentations (i.e. school book talks or Library staff led book groups)
- Active promotion of the BCLD collection through Reader's Advisory
- Award winning books (i.e. Young Reader's Choice, Caldecott)
- Story Time materials
- Displays in libraries and at programs
- Collection maintenance activities (i.e. changing collection location, checking condition, making repairs, etc.)

### **New Materials**

It is expected that all new material will go out to the public shelves as soon as possible. While waiting for processing, new materials are available in staff areas for staff to briefly review. Staff may not remove newly acquired items (including donations) from the library building for personal use unless loan of the items is registered with the library circulation system or administration. In other cases, submitting a holds request is recommended, which will prioritize processing of the item for speedier public access.

Checkout periods are expected to follow established loan rules.