

Hedberg Public Library
B308 Borrowing Privileges for Employees
Board Policy
Last update – June 2007

Employees of HPL are issued a borrower's card on request, regardless of residency. It is in the library's interest to have staff members who are knowledgeable about the collection and are promoters of HPL resources in the community.

To encourage widespread use of library materials, and as an employee benefit, HPL employees are not charged fines for overdue materials. Employee borrower cards shall not be used by non-employees to borrow materials. In the event that materials borrowed are lost or damaged, the employee will be held responsible. The director shall establish procedures that allow revocation of the fines exemption for employees who misuse the privilege.

Cards are sometimes issued for library purposes, for example, to track problems or check out books for programs. Such cards are only for library, not personal, use.