

## **STAFF BORROWING POLICY & PROCEDURE**

### **RESPONSIBILITY OF ALL PARMA PUBLIC LIBRARY EMPLOYEES:**

- Charge out all materials borrowed using his/her borrower's card.
- Make every effort to return items when due.
- Is excused from paying fines below \$15 if material is overdue. If fines exceed \$15 at one time they will not be waived and staff is responsible for payment.
- *Staff accounts that reach collection stage will be turned over to the collection agency, and the staff member will be responsible for paying all fines and fees associated with a collection agency action.*
- Pay for the replacement of lost or damaged items or replace with a new copy.
- Staff will not clear his or her own fines. Staff must notify the director or a librarian, who will clear the fines.

Beginning February 27, 2015 the policy as stated above will be in effect.