

**BERKELEY PUBLIC LIBRARY  
ADMINISTRATIVE REGULATIONS**

**A.R. Number: 10.22**  
ORIGINAL DATE: 04/13/2011  
BOLT Resolution #: R11-029  
REVISED DATE:  
PAGE: 1

**SUBJECT: POLICY ON USE OF LIBRARY COLLECTIONS BY LIBRARY STAFF**

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**I. PURPOSE**

Library staff are very frequently also Library patrons, and therefore may use the Library's collections as do those persons who are not employed by the Library. The purpose of this policy is to set forth guidelines for use of the Library's circulating and non-circulating collections by current employees, volunteers, and members of the Board of Library Trustees.

**II. POLICY**

It is the policy of the Berkeley Public Library that all Library employees, volunteers, and members of the Board of Library Trustees are subject to the same rules and procedures, and have the same rights and responsibilities, relating to the use of the Library's circulating and non-circulating collections. This includes:

1. All circulation policies and procedures. However, current paid career and temporary employees, and members of the Board of Library Trustees are exempt from paying overdue fines. Paid career and temporary employees, and members of the Board of Library Trustees are not exempt from the obligation to pay other fines and fees, including Tool Lending Library overdue fines, lost and damaged item charges, collection agency fees, and processing fees.
2. Current paid career and temporary employees, and members of the Board of Library Trustees may not access their own, or another employee's, patron record to manipulate or change due dates, fines owed, "block" messages, holds queue positions, or to renew items beyond the established limits applied to non-staff.
3. Current paid career and temporary employees, and members of the Board of Library Trustees may not borrow items from the Library's collections without first checking them out with a current Berkeley Public Library card with fine levels that are below the threshold at which borrowing privileges are restricted. Items may not be borrowed until they are fully processed and prior patron hold requests for that item have been filled.
4. Upon separation from employment or membership on the Board of Library Trustees, the patron types of former staff and trustees shall be changed to the appropriate non-staff/BOLT patron type

**Reviewed by:** \_\_\_\_\_  
Director of Library Services Date

**Approved by:** \_\_\_\_\_  
Chair, Board of Library Trustees Date