



**L.E. Phillips Memorial
Public Library**

Number: 7

**Category: Circulation and Collection
Development Management**

Policy Title: LIBRARY EMPLOYEES AS LIBRARY CUSTOMERS

Date adopted: 09/19/02

Date amended: 11/21/02; 11/19/09; 06/20/13; 03/17/16; 12/21/17

Date last reviewed: 06/18/26

Library employees are encouraged to use the library's resources in the same manner that other library customers do. Library employees must follow the same library use policies as other library customers. Whenever possible, library staff must use the self-checkout machines and the MORE catalog/account page to conduct library transactions. All other library transactions must be performed or supervised by another library employee.

Library employees may checkout materials for family members. Library staff may not check in or handle financial transactions for their family members. In this policy, "family" or "family members" means the spouse, child, mother, father, brother, sister, grandmother, grandfather, grandchild, aunt, uncle, cousin, niece, nephew, stepchildren, step grandchildren and in-laws of the library employee. If a library employee feels that there is a conflict of interest with any other customers, they may refer that customer to another library employee.

Any violation of this policy is a very serious offense and may result in discipline up to, and including dismissal.

Library employees who intentionally engage in actions for the purpose of gaining dishonest advantage for themselves as customers of the library may be committing a felony under the criminal laws of the State of Wisconsin.