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## EMPLOYEE ACCOUNT POLICY

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Evergreen Indiana is committed to providing patrons with the highest quality library service. To meet this commitment member libraries agree to use uniform circulation policies and procedures. The purpose of this policy is to establish uniform procedures to separate an employee's work functions from his or her personal library account activity.

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### PERSONAL ACCOUNT

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To ensure consistent and uniform treatment of member library patrons and employees, each employee may be issued a library card for personal use with the user profile "StaffCard." The "StaffCard" user profile is valid for 2 years; exempt from the daily \$0.25 overdue fine assessment; not exempt from lost and damage fees and fines; and blocked after a total of more than \$10 is owed or 15 items are overdue. The employee will have the option of selecting either the place of residence or place of employment as the home library. No employee may have two library cards for personal use.

At the termination of employment, it is the responsibility of the employing library to notify the designated home library of the change in employment status. Upon notice, the designated home library shall change the user profile from "StaffCard" to the appropriate user profile (i.e. Resident or Non-resident) and, if necessary, change the home library designation.

Under IC 36-12-2-21, library board members are ineligible for fine-free status and may not be issued a personal use card with the "StaffCard" profile.

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### WORKING ACCOUNT

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Each employee may be issued a second unique user account from the employing library for purposes of completing library duties. The permissions associated with this account will be determined by the employing library and must comply with Evergreen Indiana training requirements. This additional account may not be utilized for personal circulations, holds, or other library services by the employee.

At the termination of employment, it is the responsibility of the employing library to mark the working account inactive and change the account password. The working account should not be merged or deleted.

*Adopted by the Evergreen Indiana Executive Committee: March 10, 2009; Revised: October 8, 2013*