

Bucks County Free Library

Circulation Services

Borrowing of Materials by Library Staff Policy

Policy Statement

Employees of the Bucks County Free Library (BCFL) may have staff designated library cards for their personal use. Fines are not charged against items borrowed on staff cards. Non-resident fees are waived for BCFL staff who live outside of Pennsylvania.

Regulations

Staff must have a library card to check out materials and must check out all materials before removing them from the library.

Staff accounts must include the same information as required of all card holders. All necessary data fields must be complete. Staff accounts must be registered to a BCFL branch as the home library and may not be registered to a District member library as the home library. An employee may have only one library card account.

Staff may not exceed loan, renewal, and holds limits as stated in the library's circulation policies; may not take home items that have not been processed; and must pay for lost or damaged items. BCFL will revoke staff privileges in cases of abuse and at its discretion will submit staff accounts for materials recovery if items are not returned or an account is consistently delinquent.

Staff status is removed when the card holder leaves employment with BCFL. The account is converted to the appropriate card type based on the person's eligibility.

Staff status is extended only to current BCFL employees and is not extended to former BCFL employees or family and friends of BCFL employees.

Each Bucks County District member library manages and regulates staff library cards and accounts for their own employees. BCFL does not allow District member library employees to register for staff cards at BCFL branches or to designate any BCFL branch as their home library on a staff designated card issued by a District member library.

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