

OSL Policy for Staff Circulation Privileges

Staff of OSL member libraries must follow library and network policies regarding circulation and holds. They may not use the system overrides to provide themselves, family members or patrons with special privileges not offered to general members of the public. In instances where staff members are violating network policies, the OSL Executive Director will notify the library director. Staff members who violate network policy may be barred from charging items to themselves. Habitual and egregious abuse of privilege may result in loss of access to the network circulation system with the agreement of the library director.

Staff may not do the following:

- Cancel a patron's Hold to move themselves or others higher in the queue.
- Move themselves or a patron to the top of the holds queue except in cases where the patron's Hold was cancelled by mistake.
- Renew items beyond the standard number of renewals allowed by the system except in special circumstances that are approved by their library director or supervisor. They also need permission from the owning library.
- Modify due dates to give themselves or a patron extended loan periods except in special circumstances that are approved by their library director or supervisor. If they are not the owning library, they need permission from that library as well.
- Check items out to themselves that are arriving in the delivery to fill another patron's Holds.
- Take items home overnight, unchecked out, that are arriving to fill another patron's Holds.
- Use system overrides to give himself, herself, or a patron any privileges beyond those allowed by the system.

In cases where staff members need privileges beyond those allowed by the Staff login permissions, their library director must request that OSL assign them permissions.

Please note: Restrictions for overriding Holds at checkout do not apply to items that were on shelf and had not appeared on the library's paging lists. The standard network policy for that situation is that the patron with the item gets the item.

Approved by the Membership 5/7/09