

CITY OF COPPELL

LIBRARY OPERATING PROCEDURE

Circulation Services 102	Issue Date: 02/01/2012
Employee Accounts Guidelines	Revision Date: 10/11/18

Mission:

In keeping with the City of Coppel's culture and its commitment to excellent customer service, it is very important that city employees do not receive preferential treatment beyond the level of service provided to the residents of Coppel. Thus, employee library accounts are handled as follows:

General:

1. Employees of the City of Coppel and their immediate family may obtain a free library card at the Cozby Library and Community Commons. "Immediate family" is defined as the employee's spouse, children, and/or other family members that use that address as their permanent residence. Family members must be present with the employee to obtain a free library card.
2. Employees must present a valid Texas driver's license and City identification at the time of registration. Family members age 18 and older must present a valid photo ID at the time of registration.
3. An employee's library account has the same privileges and limitations as a resident's account and will be treated and handled as such in all cases, including the payment of fees. (See "Hours and Services Guidelines")
4. If a library employee owes payment of fees on their account, it must be collected by another staff member. Library staff may not waive or register payment of fees on their own account.
5. If a library employee's account is blocked for any reason, only that employee's supervisor may remove the block and reactivate the account. Library employees may not remove blocks from their own accounts or from the accounts of any of their family members (as defined above).