**xiii. Staff Library Cards**

CCS libraries can issue staff personal use cards to users who work at the library. Typically, these personal use staff cards will have a patron code of XXX EXEMPT.

Libraries may dictate if the XXX EXEMPT staff cards are to be local-use only. If so, these cards will be blocked if the user tries to check out at a different CCS library. In these cases, staff should use their home library card when participating in reciprocal borrowing. If the staff member works at their home library, the library may opt to issue a staff personal use card (XXX EXEMPT) in addition to the home library card (XXX PATRON) if the staff card allows the staff member added benefits as an employee, such as being exempt from fines.

Fines are set by the transacting library. A staff EXEMPT card will be subject to overdue fines if checking out at a fine library.