

Name Tags

Enabling patrons and other staff members to identify staff from other individuals in the library is an important element of good service. Therefore, all employees of the Library District are required to wear identification in the form of name tags. Name tags are provided for all staff members. Each employee is given two name tags. Broken name tags are replaced at no cost. Employees are charged a replacement cost for lost name tags.

Name tags will include the employee's photo. Employees may designate their preferred name for their name tag. An employee may request that their name tag state "Library Staff" instead of a name. An employee must verbally identify themselves correctly; however, if a patron asks the employee's name. Staff members who feel threatened by a patron may refuse to provide a name and must file an Incident Report to their supervisor.