

COLUMBIA HEIGHTS PUBLIC LIBRARY

MONEY/CASH DRAWERS

Recommend rescinding this policy; it is a procedure.

PURPOSE: To clearly define the way cash collected for various fees is to be handled by Library staff.

- GUIDELINES:**
1. ~~Two cash tills operate in the library during regular business hours: one at the main circulation desk and one at the children's department circulation desk.~~
 - a. ~~The cash till at the main circulation desk has three separate funds: copy machine change, book bags, all other transactions.~~
 - b. ~~The children's department cash till handles only general transactions. Items requiring use of the other funds must be transacted at the main circulation desk.~~
 2. ~~Only supervisors have access to the money locker.~~
 - a. ~~Up to twenty dollars in change will be available in the money locker. This change will be replenished every morning.~~
 - b. ~~All additional money will be kept in the safe until deposited.~~
 - c. ~~Supervisors are responsible for placing the cash tills in the money locker at the close of the business day.~~
 3. ~~Change for the copier, which has a dollar bill changer, is not given out.~~
 4. ~~Change will be given out for use in the pay phone but not for bus fare, etc. Please refer the patron to the bank and credit union for change.~~

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Approved: _____

Columbia Heights Public Library Board of Trustees _____
Barbara E. Miller, Chair

Adopted September 12, 1990
Revised 9/7/99; 7/1/03