



Credit Card Use Policy

Reviewed and approved July 26, 2022

Library Credit Card Use: A credit card account in the name of the Library District as approved by the Board of Trustees is authorized for use in payment of the following:

- Travel expense of employees and/or Trustees on library business, including meals, lodging, parking, and airfare, but excluding gasoline purchase.
- Conference or workshop registration.
- Purchase (including online and telephone) of equipment, supplies, and library materials from retail outlets or vendors that will not bill the Library District or accept purchase orders.
- Repair, maintenance and gasoline expenses for library-owned vehicles.

Cards may be issued to staff holding the following positions: Director, Assistant Director, Business Manager, Youth Services Manager and Branch Manager.

When not in use, the cards are to be retained in the Business Office at LPL and Branch Manager Office at NDB. A register will be kept for each card. Any employee retrieving the card must sign the register with date and time upon removal and return of the card, with the Library Director, Assistant Director, Business Manager or Branch Manager witnessing the signature. An employee using the card is responsible for submitting original receipts for the purchases made outside of the building and for providing an order form or other documentation to the Business Manager for purchases ordered by telephone or online.

Patron Credit Card Acceptance: The Library District accepts credit/debit cards for online payment of library fines and fees.

Information Security: The Library contracts with a third party vendor (PayPal) to process payments online. PayPal uses its Global Privacy Program to guide collection and use of personal data and meets PCI DSS (Payment Card Industry- Data Security Standard). Their program is informed by relevant industry guidance such as the NIST Cybersecurity Framework (CSF) and has been ISO 27001 certified for information security management since 2019. Credit card information does not reside with LPLD and is not processed through the LPLD servers.

The following requirements and guidelines must be met in order to make the transaction fees a reasonable expense for the library:

- Discover, MasterCard, VISA, American Express, Diners Club and PayPal Credit cards will be accepted.
- Credit Card payments will be accepted only via the web. Anyone in either building who wishes to make a payment can do so at one of the Public Access Internet Stations.
- Staff will assist customers with the process if needed, but cannot handle the card or enter personal information into the computer.
- Staff cannot accept information from customers to make credit card payments by phone or email.

Credit Card payment can be made for:	NO Credit Card payment for:
<ul style="list-style-type: none">▪ Fines for materials returned after the due date▪ Fees for lost or damaged materials▪ Collection agency fees▪ Non Resident fees▪ Public Library Access Card Fees▪ Donations	<ul style="list-style-type: none">• Charges for photocopies or computer printouts (this equipment is not owned by LPLD)• Friends memberships• Friends book sale purchases• Deposits to accounts• Cash back

This policy shall be reviewed annually and updated as needed to reflect changes in usage guidelines. LPLD reserves the right to discontinue acceptance of credit card payments and to amend the guidelines at any time.

Revised by the Board of Trustees
Lawrenceburg Public Library District

Attested:

Secretary