

Circulation Policy No. 12

Subject: REVOCATION OF LIBRARY PRIVILEGES

Adopted by Board July 14, 1993

Revised September 15, 2010; March 16, 2022; April 1, 2024

Revocation of Library Privileges

The Library revokes or blocks library privileges (including checkout of materials and study rooms, placement of holds, renewal, remote use of subscription databases, program registration, etc.) under the following circumstances:

- The accumulation of a total of \$30.00 in fees for damaged items and bills for replacement will automatically trigger a block on a library card. A patron must pay enough to bring the account below the \$30.00 threshold in order to have his/her library privileges restored.
- If a patron reports a library card lost or stolen over the telephone or by email/text, a block is placed to protect unauthorized use of the card. A new library card will be issued to the patron upon in-person or online verification of identification.
- The expiration of a library card will automatically trigger a block on a card. Upon in-person or online verification of identification, and proof of current residency, the block will be removed. This practice ensures accuracy in patron information and residency.
- If a bill notice is returned to the Library due to an incorrect/bad address for a patron, a block is placed on the library card. Upon in-person or online verification of identification/correct address, the block will be removed. This practice ensures accuracy in patron information and residency.
- A patron may also have library privileges revoked for violation of the Library's Rules of Conduct.