

## **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; July 8, 2026**

### **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 their 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 identity.
- The expiration of a library card will automatically trigger a block on a card. Upon in-person or online verification of identity 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.