Appendix C

Chronic Abuse of Library Privileges

By signing the library's registration card a Danville library patron agrees to comply with all library rules and regulations. Library service is a privilege supported by the taxpayers of the community. Library service can be revoked for chronic abuse of borrowing privileges.

Library patrons are sent overdue notices at 2 weeks, 4 weeks, and two months. At three months overdue a letter listing replacement costs plus processing fees is sent. All notices are preceded by a phone call to the patron. When an adult has an accumulated fine of $5.00 or a juvenile has an accumulated fine of $2.50 borrowing privileges may be suspended until the fine is paid. If accumulated fines and fees are $50 or more the library will pursue reimbursement from the patron in Small Claims Court.

Chronic abuse of library privileges exists when a patron:

a) has a consistent documented pattern of long overdue fines and fees;

b) charges materials out on a library card other than their own, when their privileges have been suspended;

c) causes the library to pursue reimbursement through the courts system more than once in a ten year period.

Chronic abuse cases will be documented by the Circulation Desk and brought to the attention of the Director. At the Circulation staff's recommendation, the Director will present individual cases to the Board of Trustees to revoke library privileges. The Board may revoke privileges for one year. After one year the patron may apply for reinstatement of services on probation.

If a patron who has had services reinstated abuses library privileges again in a chronic manner, the Board of Trustees may permanently revoke said patron's borrowing privileges.

Family Hold

If a patron has accumulated long overdue fines and fees or has not reimbursed the library for lost an damaged materials in a timely manner, a hold will be placed on the card of all family members residing in the household until the fines/fees are paid for and overdue materials are returned.