

Vandergrift Public Library Policies and Procedures

Policy:	Administration
Subject:	Suspension of Patron's Computer Use Privileges
Effective Guideline:	January 1, 2011
Approved:	
Revised:	

Policy: The Vandergrift Public Library Association (VPLA) recognizes that free library services are provided to the residents of Westmoreland County and other areas outside of Westmoreland County when membership fees are paid. The VPLA requires that all patrons keep their library card accounts paid in full when fines or fees are owed. If fees or fines are not paid in full, a patron's computer use privileges will be suspended. This means that their computer use barcode will be removed from the Powerline database thus making it impossible for the patron to use the public computers. After the balance is paid in full on the patron's library card account, the patron's computer use barcode will be reactivated.

Procedure:

1. Prior to January 1, 2011, the upcoming change in policy will be displayed in key areas of the library to inform the patrons of the future change.
2. After January 1, 2011, all library card barcodes will be removed from the Powerline database.
3. All computer use patrons will register at the circulation desk to use the computers. The new policy will be explained to all patrons.
4. If it is found that a balance is owed on their library card account, the patron will be asked to pay their balance in full.
5. If the patron does not pay their balance in full, the library staff will place a block on the patron's account that states their computer use privileges have been suspended until balance is paid in full.
6. If the patron pays their account in full, their computer use privileges will be reinstated.