

Vandergrift Public Library

Policies and Procedures

Policy:	Administration
Subject:	Suspension of Patron's Borrowing Privileges
Effective Guideline:	January 1, 2011
Approved:	June 19, 2017
Revised:	March 27, 2017

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 and fines are not paid in full, a patron's borrowing privileges, along with the borrowing privileges of family members, will be suspended. Suspension is defined as, "No items may be borrowed by the patron or patron's family member until the balance owed on their library card account is paid in full". After payment is received, each patron's borrowing privileges will be reinstated.

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, when it is discovered through return of items that fines are owed, the patron is informed of this new policy. Current items may be checked out to the patron.
3. If fines are not paid by the time current checked out items are returned, a block can be placed on the patron's account by the library staff stating the patron has been informed of the new policy and they understand they are required to pay the balance in full when their current items are checked in.
4. If the patron does not pay their balance in full when the current items are checked in, the library staff will inform the patron of their suspended privileges and edit the block placed on the patron's library card account to reflect this action. If the patron does not have items checked out a block may be placed after a period determined at the discretion of staff.
5. If it is found that a previous balance is owed on a patron's library card account through checking out items to a patron, the patron will be informed of the balance owed and asked to pay it when the current items are returned. The library staff will inform the patron of the new policy with the explanation that failure to pay off the balance owed will result in suspension of the patron's borrowing privileges.
6. The library staff places a block on the patron's library card account stating that the balance is owed upon the return of the current items.
7. When the patron pays the balance owed in full, the library staff will remove the block on the patron's library card account. If the patron neglects to pay their balance in full, a permanent block will be placed on the patron's account that states the patron's library privileges have been suspended until further notice.