

Dixon Public Library District

POLICY AND PROCEDURE HANDBOOK

POLICY TITLE: Penalties for Misuse of Library Cards

POLICY NUMBER: 4210

4210.1 The library card issued by the Dixon Public Library represents an opportunity for the registered user to freely obtain all library resources and services, to use the Internet computers, and to be able to borrow library materials to take from the premises. All Library policies are established to insure that all registered users have fair and equal access and opportunity.

4210.2 Misuse of library cards by the cardholder creates unfair and unequal access and opportunity for that cardholder, and denies fair and equal access for other registered cardholders. Misuse of library cards will result in the following penalties:

4210.2.1 Use of fraud or misrepresentation to obtain a library card results in the immediate loss of all privileges associated with the library card for a period of six (6) months. The library card must be immediately surrendered.

4210.2.1.1 At the end of the six (6) month period, the individual may petition the District Librarian for restoration of those privileges and return of the library card.

4210.2.2 Only the person to whom the card has been assigned may use the card for the use of library resources and services on the premises, to use the Internet computers, and to borrow library materials to take from the premises; in each instance, the cardholder must have the library card in her or his possession and produce the library card for inspection or use by the Library staff to facilitate the transaction.

4210.2.2.1 Failure to have the card and to present it at the circulation desk results in the user's inability to borrow materials, pay fines or fees or other charges, renew materials or place holds.

4210.2.2.1.1 Library staff are expressly prohibited from accessing user records or otherwise performing circulation desk procedures without the user's library card.

4210.2.2.1.2 Fines, fees and other charges continue to be assessed until the user's library card is presented.

4210.2.2.2 Failure to have the card and to display it at the Internet computer workstation results in the immediate end of the use of the computer extended for a time period of twenty-four (24) hours.

4210.2.2.2.1 A second offense results in the immediate end of the use of the computer extended for seven (7) days.

4210.2.2.2.2 A third offense results in the immediate end of the use of the computer extended for thirty (30) days.

4210.2.2.2.3 A fourth offense results in the immediate end of the use of the computer extended for six (6) months.

4210.2.2.2.3.1 At the end of the six (6) month period, the individual may petition the District Librarian for restoration of computer privileges.

4210.2.2.3. A user who permits or directs another to use his or her library card to use the Internet computer will be immediately suspended from use of these computers for a period of twenty-four (24) hours.

4210.2.2.3.1 A second offense results in the immediate end of the use of the computer extended for seven (7) days.

4210.2.2.3.2 A third offense results in the immediate end of the use of the computer extended for thirty (30) days.

4210.2.2.3.3 A fourth offense results in the immediate end of the use of the computer extended for six (6) months.

4210.2.2.3.3.1 At the end of the six (6) month period, the individual may petition the District Librarian for restoration of computer privileges.

4210.2.2.4. Any person who uses another user's library card to use the Internet computer will be immediately suspended from use of these computers for a period of twenty-four (24) hours.

4210.1.2.4.1 A second offense results in the immediate end of the use of the computer extended for seven (7) days.

4210.1.2.4.2 A third offense results in the immediate end of the use of the computer extended for thirty (30) days.

4210.1.2.4.3 A fourth offense results in the immediate end of the use of the computer extended for six (6) months.

4210.1.2.4.3.1 At the end of the six (6) month period, the individual may petition the District Librarian for restoration of computer privileges.

4210.2.3 Use of the library card to obtain library materials from another library other than a SNAP library for the purpose of keeping such materials results in the immediate loss of all privileges until the materials are returned. The library card must be surrendered immediately.

4210.2.3.1 The Library District may thereafter refuse to obtain such materials for that library user.

Adopted 11/20/2006