



Topic: User Block Procedure

Related Topics:

Introduction: The following procedures are to be followed in all school libraries. When patrons transfer within the district, it is imperative that standard procedures be followed for the benefit of the patrons and the positive reliability of the Workflows circulation system. Patron usage of materials within individual schools remains a site-based decision.

Steps to take if a patron has a block for library circulation privileges:

Step One:

If the patron arrives with a user block, the receiving librarian needs to e-mail the former librarian to ascertain if the patron has returned the library materials, paid for the lost materials, or replaced the materials. If one of the above has occurred and the former librarian has not removed the block, request that the user block be removed. If the receiving librarian is e-mailing the librarian at the former school remember that e-mail is not as secure as regular mail so only include the student's name to protect patron's confidentiality. (AK Statutes, Section 40.25.140)

Step Two:

If the patron arrives with a user block and verification has been made with the former librarian that the block is accurately placed on the patron, then the patron, before having circulation privileges, has the following options-

1. Patron returns missing library materials and librarian sends the materials to the former library. Former librarian needs to discharge the items so that the user block is removed.
2. Patron pays the fine to the new librarian. New librarian has the responsibility of notifying the former librarian of the payment. Former librarian has the responsibility of removing the user block in a timely manner. New librarian needs to transmit the fine monies to the former school in the most expedient process available. Upon receipt, former librarian sends an e-mail acknowledgement of monies received.
3. Patron replaces the material with a like copy. New librarian sends copy to former librarian who removes the user block from the patron, discards the lost item from collection, and adds the replacement copy to the collection.
4. Patron performs 'community' service at the new school. The librarian at the new school determines decision for the type of 'community' service and length of time. When 'community' service is completed, new librarian notifies former librarian who will remove the user block.
5. New librarian cannot forgive fines of students from other schools. Principals of both sites may be involved in the decision. If the decision is to 'forgive' the fine, the former librarian will remove the user block as quickly as possible.
6. All library material not returned at the end of the school year will remain 'overdue' in the system so that those items will remain on a patron's record and the user block is in force for a period of two (2) school years. The blocked patron always has the opportunity to pay for the material, replace the material or perform 'community' service. After the completion of two school years, the user block will be removed for all patrons across the district. In August of 2007, user blocks will be removed for the 04-05 school year.

7. Possible site solutions for collection of materials and/or monies throughout the school year:

- i. Send overdue notices at least once a month at elementary and quarterly at secondary.
- ii. Check shelves to make sure books have not been placed on shelves without being discharged.
- iii. Have students with overdue materials call home from the library to make parents aware of problem. Have students write letters home about overdue materials and return the letter signed.
- iv. Use newsletter format to let community know how many library materials at the site level are overdue or damaged or lost and cost of replacement.
- v. Publicize in newsletters that after school closed or if student moves to another school that library materials can be returned to the 'new' school or to any ASD school or any Anchorage Municipal library. Items will be returned to the correct library.
- vi. Discuss with your principal the possibility of non-participation in field day, field trips, end of year celebrations, etc.
- vii. Provide 'prizes' to classes who return all materials. Ask business/school partnerships to help with prizes.
- viii. If all of the above suggestions do not lead to the return of the materials, Library Advisory Committee recommends the following procedure be implemented at each site.

1. Print out three copies of overdue notices.
 - a. Put one overdue notice in report card.
 - i. Report card could contain a self-addressed envelope with notice.
 - ii. Parents could then use envelope to send in replacement fee to school.
 - b. Second copy of overdue notice would go to the office at the end of the school year to be attached to the student's registration packet in August with the expectation of items returned or paid for at registration.
 - i. Consult with your principal and administrative assistant/financial data control clerk how the notices could be attached to the registration packet in the most efficient manner prior to registration at the building site.
 - c. Third copy would remain in the library for librarian to review at the beginning of the next school year.

Step Three: Library items that have a status of overdue after 2 years

1. The home location is set to Discard, review bulletin #13
2. When a site requests a discard, all items with home location discard, will be permanently removed