

# Alpha Park Public Library District

## Bankrupt Patron Policy



When a bankruptcy notification is received, the Administration team will inform the Access Services Department Head (ASDH). The ASDH will notify the patron involved, telling the patron that the library has received notification of bankruptcy. The letter will state that monetary fines will be forgiven, although the patron needs to return any overdue materials to the library. This includes all materials checked out to any members of the bankruptcy patron's household. The ASDH will retain a copy of the patron letter in the "Correspondence" file.

The ASDH will see that the patron's record is blocked (or released) as appropriate. If materials are charged to other members of the bankrupt patron's household, those records will be blocked or released as appropriate. A patron's library card and borrowing privileges will be suspended until the patron either returns the material in good condition or remits the replacement cost(s) of given materials, including any materials charged to a household member(s) card.

Future fines and/or lost books not associated with the bankruptcy case will be handled per the library's standard overdue procedures.