

**Tipp City Public Library
11 E. Main Street
Tipp City, OH 45371**

It is the responsibility of the Tipp City Public Library to maintain a healthy and clean environment for all Library patrons and staff and to protect the investment in Library collections, equipment, and property. In order to fulfill this responsibility, the Library may restrict a patron's privilege to borrow materials and visit the Library when such use may jeopardize the cleanliness of the facility and collections and/or the health of Library patrons or staff.

Examples of situations where borrowing privileges and Library access may be suspended include, but are not limited to:

- Evidence that items on loan to a patron have been returned with insects that are known to be damaging to Library materials and/or facility
- Patrons with clothing stained with bodily fluids

Should it become necessary to suspend borrowing privileges and Library access in order to protect collections, facility, other patrons, or staff, notification of the suspension will be made by the Library Director. Access to the facility and borrowing privileges will be restored when the suspended patron demonstrates that the situation that caused the loss of privileges has been remediated.

Patrons who willfully ignore these procedures may be charged the full replacement price for damaged materials.

For reinstatement requests relating to suspensions due to pest infestation, decisions will be made by the Library Director based upon evidence showing that the address in question has been inspected with no sign of infestation or that the patron's residence has been treated. Confirming information may include copies of receipts for treatment, a letter from a licensed pest control company, or a written statement from the owner or property manager of a multi-family rental residence. In some circumstances, proof of a change of residential address may also be accepted.