

**Aram Public Library Policy 2.1.1  
Circulation Policy - Sample Suspension of Privileges Letter**

**Revised November 20, 2014**

Aram Public Library Letterhead

Month, day, year

Patron name  
Address  
City, State, Zip

Your library borrowing and computer privileges have been suspended through the entire SHARE Consortium of libraries due to unpaid fines in excess of \$50.00.

The SHARE Consortium includes most libraries in Racine and Walworth Counties. Your library card is currently blocked in all the public libraries in these counties until the fines are paid.

You will need to come into the Aram Public Library and pay your fines in order to reinstate your ability to borrow library materials and use library computers. The total amount of fines and/or charges needs to be brought under \$10.00 in order for your card to be useable. If necessary, arrangements can be made to pay fines in installments.

Thank you

- |    |   |                |   |
|----|---|----------------|---|
| 1. | Call number: xxxxx, Title<br>Author<br>Due mm/dd/yyyy | Price: \$xx.xx | ID: xxxxxxxx<br>Accrued fines to date: \$xx.xx      |
| 2. | Call number: xxxxx, Title<br>Author<br>Due mm/dd/yyyy | Price: \$xx.xx | ID: xxxxxxxx<br>Lost item replacement cost: \$xx.xx |
| 1. | Call number: xxxxx, Title<br>Author<br>Due mm/dd/yyyy | Price: \$xx.xx | ID: xxxxxxxx<br>Damaged item: \$xx.xx               |

Letter approved February 14, 2013  
Modified November 20, 2014