



POLICY NO: 400.6

SUBJECT: Overdue Library materials

1. The Library Board establishes this policy to encourage Library patrons to return materials on time so that others may use them.
2. No fines will be charged for overdue books until Library materials are six weeks overdue.
3. A patron with Library materials that are two weeks overdue will receive an overdue notice by mail or email.

At four weeks, the patron's borrowing privileges will be suspended and a notice will be sent to the patron stating that a fine (defined below) will be assessed at six weeks. The patron will then have a two week grace period in which to return the materials and negate the fine. Borrowing privileges will be reinstated if the materials are returned during the grace period.

If the items are not returned, the patron must pay a fine that is equivalent to the replacement cost plus a processing fee (see Policy 400.7). Once the patron pays for overdue materials, borrowing privileges will be reinstated; however, no refunds will be given should the overdue materials be returned. The overdue materials are the property of the Library whether or not they are returned.

4. If the patron is a minor, all of Section 3 applies. In addition, at four weeks a notice will be sent to the parent or guardian who signed the minor's library card application and assumed legal responsibility for the materials borrowed by the minor. This notice will state that the minor has not returned materials with a stated replacement value and that the minor's borrowing privileges have been suspended.

If the matter is not corrected within two weeks, then the parent or guardian's borrowing privileges also will be suspended. Once the situation has been resolved, borrowing privileges for both the parent or guardian and the minor will be reinstated.



5. Patrons who fail to comply with the procedures outlined above may be referred to a collection agency.
6. The Director has the discretion to absolve any patron from the responsibility of paying for lost materials, based upon extenuating circumstances.



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