

Policy: 508
Subject: Overdue Fees and Notices
Reviewed: 06/24/2005
Approved: 01/03/1995
Revised: 07/26/2005, 01/23/2007

- 1) To encourage prompt return of Library materials, the following overdue fee policy has been approved by the Library Board:
 - a) Adult Materials .10/day \$5.00/maximum
 - b) Juvenile Materials .10/day \$5.00/maximum
 - c) AV Equipment 1.00/day unlimited
- 2) Shared System and cash register receipts are issued for all overdue fees paid.
- 3) When overdue bills reach \$15.00, or 10 items are overdue, patron privileges are blocked. Partial Payment must be made for patron privileges to be restored.
- 4) Notices
 - a) Shared system generated overdue notices are mailed to patrons when material is 21 days past due.
 - b) A bill charging full replacement cost is generated at 30 days past due.
- 5) Claims Returned
 - a) When a patron claims to have returned an item which the Shared System shows to be outstanding, a status of claims returned will be placed on the item.
 - b) A thorough search will be made by library staff and the patron will be encouraged to search further.
 - c) If the item does not show up within three months, to bill or not bill the replacement cost will be at the discretion of the Director.