

OVERDUE POLICY

- 1-1 Purpose: To notify library borrowers of overdue materials in a timely fashion and ensure return of overdue materials.
- 1-2 Fines: Fines are assessed at \$.10 per day per item up to a maximum of \$5.00 per item, with the exception of new/no hold videos, DVDs, and CD-ROMs, fines are assessed at \$1.00 per day per item up to a maximum of \$5.00. Borrowing privileges may be suspended when a patron owes \$5.00 or more in extended use fines or if the patron has any overdue items.
- 1-3 Payment Plan: Any patron may request to make regular weekly or monthly payments to clear fines. The maximum payment plan may be up to six months. If the patron is making regular payments to clear fines, borrowing privileges will not be suspended.
- 1-4 Stolen/Lost Library Card: If a patron claims he/she did not check out materials and produces a police report stating that their library card was lost or stolen, all fines and charges will be waived if items were checked out fraudulently.
- 1-5 Overdue Notices: Up to three overdue notices will be sent to patrons by mail or email. Shelves will be checked. A Final Notice Letter will inform the patron they have 10 days to respond. Ten days after final notice is sent, a final check of shelves will be performed, and information regarding patron and overdue materials may be turned over to a collection agency.
- 1-6 Appeal to Library Director: The Library Director will make the final determination regarding payment of fines.
- 1-7 Effective Date: Policy goes into effect December 1, 2002. All rental fees on audio-visual materials will be eliminated effective December 1, 2002.

Adopted: November, 2002

Amended: June, 2005