

Overdue/Fines/Lost Policy

Approved by the Board 11/25/2013

Saxton B. Little Library Overdue/Fines/Lost Policy

Fines

Fines will be charged for overdue library materials according to a separate schedule determined by the materials type, indicated in the Library's Circulation Policy. Fine schedules are provided to patrons when they register for a library card and are available in the library. The fines for all materials cap at \$3.00/per item. Roku and Hotspots are charged \$7.00 per day and cap at \$21.00.

Renewals

Patrons are encouraged to renew items. Items may be renewed in person, by telephone or e-mail, by the patron or library staff. Items due, but not renewed, accrue fines. Fines are applied to the patron's account when the item is returned or renewed. Renewing items halts the accumulation of fines, but does not excuse the patron from fines previously accrued.

Those with extenuating circumstance may confer with Library staff for extended dates of circulation.

Overdue Items/Invoicing

Patrons and parents/guardians of patrons are responsible for any and all materials used in or borrowed from the Library. This includes lost, stolen, unreturned or damaged items. It is the patron's responsibility to keep track of the items in their possession, renew outstanding items prior to their due date, and to notify the Library as soon as possible should an accident occur.

Items not renewed or returned past their scheduled due date are subject to fines and possibly replacement costs.

The following procedures are followed by the Saxton B. Little Library for overdue books:

- 1st Notice: When items become notably overdue, the patron will receive a phone call reminding them of the item and requesting that the items be returned.
- If no action is taken as a result of the first notice and the item becomes over 60 days overdue, the patron will receive a written notice by mail, requesting the return of the item and informing them that fines have accrued and they will be charged replacement costs in the event the item is not returned by a stated date.
- In the event that the items are not returned after the first two notices, the items will be marked as LOST, and the patron will be sent an invoice for the current replacement costs of the item.

In the event of LOST items, the replacement cost will supersede the amount of the fines.

Patrons with extenuating circumstances may discuss their circumstances with a Librarian and/or the Library Director.

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Damaged Items

Items returned to the Library in an unusable condition will be marked as damaged. The patron will be charged a replacement fee for the item. The replacement cost will be placed on the patron's account and the patron will be notified in writing, unless payment is made immediately upon communication of a damaged item.

Borrowing Privileges

A patron with accumulated amounts on their card of \$20 or more will have their card blocked and their borrowing privileges removed.

Patrons who have over 50 items checked out at a time from the Library will be blocked from borrowing privileges until items are returned or arrangements are made.

If an immediate family member or person living in the same residence as a patron has accumulated a minimum of \$20.00 the Library Director has the discretion of limiting checkout privileges.