

Overdue and Damaged Materials Policy

Fines

It has been demonstrated that the imposition of fines does not act as an effective deterrent in ensuring that library materials are returned on time. It has also been shown that fines do serve as a barrier to library use and this disproportionately impacts children and community members with the least financial resources. One of the core values at Crete Public Library is to provide barrier-free service and access to materials. Therefore, no fines will be imposed on all youth books (Young Adult, Juvenile and Children).

- A fine of ten (10) cents per day will be charged for each day an adult book, CD, DVD or magazine is overdue.
- Patrons with overdue materials and/or fines totaling more than \$5.00 will not be allowed to check out materials or access the computers. This applies to all types of library accounts. For example, if a family library account has \$5.00 in fines or other problems such as missing books or damages, no family member will be able to use the account until the situation is resolved.
- Overdue notices will be sent to patrons when materials are returned late. The first notice will be sent when materials are seven (7) days overdue. The second notice will be sent when materials are fourteen (14) days overdue. If the materials are not returned upon receipt of the third notice, the material will be considered lost (see section below).
- Fines for youth materials will be retroactively forgiven from 1 January, 2019.

Lost or damaged materials

Damaging books, magazines, or other library materials by cutting, tearing, or marring pages, covers, etc., is against city ordinance and subject to punishment as allowed by law. It is the responsibility of the library staff to keep current circulation records. It is the responsibility of the Director to recover overdue materials using the most effective means possible.

The lost and damaged materials policy applies to all library materials; including, but not limited to: Adult and youth print materials; Audiobooks; DVDs, and magazines.

- Crete Public Library realizes that all patrons may have accidents with borrowed resources. To that end, each patron record receives one "Free Pass" and is not required to pay for a damaged item. This allows library staff to inform patrons of the damage/lost policy and let patrons know that payment for damage may be required in the future. Once a "Free Pass" has been used, any future damaged materials must be paid for by the borrower. Small damages, such as broken DVD cases, etc., will be charged for accordingly. In the event that the damage is severe, the item will be replaced. Replacement cost for materials will be the actual replacement. Patrons that pay for damaged item(s) which must be replaced may keep the item(s). Lost items are not eligible for a "Free Pass" and must be paid for by patrons.
- Once a damaged or lost item has been paid for, library staff may try to replace it. The Library does not provide refunds for lost and paid for materials later found by patrons.

Approved by the Crete City Council December 2018