

## **Overdue Materials Policy**

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.

### Fines

- A fine of ten (10) cents per day will be charged for each day a book, CD, DVD or magazine is overdue. A seven-day grace period on these items will be granted patrons. On the eighth day, the patron will be charged the full ten (10) cents per day and every day thereafter, except those days when the library is closed.
- 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) and a bill will be forwarded to the notify the City Administrator. The notify the City Administrator will then notify the patron that legal action may follow if they fail to return the materials in question or pay for their replacement. Court action may be taken at the discretion of the notify the City Administrator.

### Lost or damaged materials

- 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, 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 price indicated on the Library's database record. 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 patrons.
- Once a damaged or lost item has been paid for, library staff 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, 1 August 2017*