

# Joe Barnhart-Bee County Library

## Overdue Materials Policy

Approved 8/27/2009

- Books and audio-books that are returned after the due date are assessed a charge of 10¢ per item per calendar day that the library is open
- Videos (DVD & VHS) are assessed a charge of \$1.00 per item per calendar day that the library is open
- The maximum of fine is one-half the cost of the overdue item
- Processing fees and overdue charges are non-refundable
- For a lost or defaced item, the price of the item at time of purchase is charged plus a processing fee of \$5.00
- No substitutions will be accepted in lieu of lost or damaged materials
- Items returned within six months of being paid may have the cost of the item refunded if the original receipt is presented
- Must have receipt showing returned book to waive overdue charges
- A patron may not have library privileges (i.e. NO COMPUTER) if overdue items are still out, and/or if the account balance of every associated account exceeds \$5
- Patrons will receive two written notifications regarding overdue status
- Delinquent accounts will then be referred to the County Attorney after two written notices were mailed
- Accounts exceeding \$50 will be immediately referred to the County Attorney
- Items will be considered "lost" after 60 days of due date, or upon receipt of returned mail; purchase price plus \$5.00 service charge will be applied to delinquent account (in place of existing fine)
- Patrons may declare an item lost at any time (and accept the replacement cost and service charge)
- Parents/guardians are responsible for the associated accounts of the minor children under their care
- The Library will decide whether damaged items will be repaired or replaced
- Details of overdue items and associated charges may only be discussed with the account holder or individual designated in writing by the account holder
- The only authority of determining overdue status is the circulation computer
- The library will issue turn-in receipts upon request

### ***POLICY CHANGES***

*The library reserves the right to update and change this policy at any time without notice*