

## OVERDUE ITEM POLICY

When any item that has been checked out from the Jay C. Byers Memorial Library becomes overdue, the patron who checked it out will be notified as follows:

1. A phone call will be made or a text will be sent to inform the patron the item is overdue. If the item becomes 30 days overdue, a letter will be sent notifying the patron of the overdue status of the item, the fine due (5 cents per day per item, excluding Sundays and holidays, with a maximum fine of \$1.00 per item, except for DVDs, in which case fines are double), and the cost of replacing the item if it is lost.
2. If the item remains overdue and no response is made to the letter within 30 days, a second letter will be sent to the patron requesting reimbursement for the item.
3. If the item is not returned and the bill is not paid within 30 days of the second letter, a letter will be sent to the patron detailing the legal implications of not returning or replacing library property, and of the charges which can be filed against the patron. If the patron does not take care of the issue, their account will be sent to collections.

Anytime a patron has unreturned overdue items, the above steps will be followed and that patron will not be allowed to check out materials until the overdue items are returned or replacement value is paid.

If the overdue item is found and returned within three months after payment has been made, the library will reimburse the patron, providing the item is in good condition upon return.

NOTE: No one has the authority to waive or modify any part of this policy except the Library Director or the Library Board of Trustees. Any questions, comments, or concerns regarding this policy should be submitted to the Director or the Library Board.

Reviewed 10/17/11

Revised 4/18/16

Revised 4/9/18

Revised 4/18/22