

## **Overdue Materials Policy**

### ***Loan Period***

All non-fiction books, older fiction, audiotapes, and magazines are loaned for three weeks (21 days) with three renewals, by phone or in person, accepted. All current fiction (less than three months old) and videocassettes are lent for one week (7 days) with up to three renewals on the videocassettes and no renewals on the current fiction.

While the library makes every effort to notify patrons with overdue materials, it must be clearly understood that the library is under no obligation to do so. All overdue notices are a courtesy; not a patron right. All library materials circulate with a printed receipt for patron use.

While all ordinary and customary attempts will be made to secure the return of library property, it may become necessary to involve the Village Police Department in an attempt to secure the return of, or payment for, missing materials.

### ***Fines***

Fines will be charged for overdue library materials according to a schedule set by the Library Board of Trustees. Currently the fines are twenty-five cents per item per day with no charge for Sundays, holidays or days the library is closed. This applies to all materials. Fines shall not exceed ten dollars per item for all types of items.

### ***Replacement***

Replacement charges for lost or damaged materials are based on the cost of repair, rebinding or replacement. If materials are out of print, the price assessed for each item will be an average cost based on current pricing for materials in that category. A maximum fine of ten dollars will also be charged if the item had been overdue.

### ***Refunds***

Refunds will not be made unless the item returned is of special value to the library. In that case, refunds will be made at the discretion of the Director who will make the decision based on the individual title's value to the collection.

### ***Patron Notices***

Staff will make every effort to reclaim overdue materials. Over a three month period, patrons who have overdue materials will receive notification by phone, mail, or e-mail that the items should be returned. At this point, a final, certified letter will be sent to notify the patron that the matter will be turned over to the police. The overdue items now become a Village of East Troy Police Department matter.

### ***Withdrawal of Borrowing Privileges***

Library privileges will not be extended to anyone, adult or child, having outstanding charges against his/her library card in excess of ten dollars. Partial payment is accepted.

Library privileges will not be extended to anyone, adult or child, who has not paid for a missing item or paid for damages to library property.

No library cards or renewed library cards will be issued to anyone who has fines or lost or damaged materials charged to his/her previous library card until such charges have been paid.

### ***Reinstatement***

Reinstatement to full borrowing/service privileges is regained by paying overdue fines or for damages and missing items.