

## East Troy Lions Public Library Overdue Materials Policy

Original Policy Approved: 9-12-2000
Policy Updated and Reviewed: 7-14-2009, 2-11-2020
Updated Policy Approved: 2-11-2020

### *Loan Period*

The following lending periods apply to the items checked out from the East Troy Lions Public Library. If there are no holds on these items, up to three renewals are allowed, except where noted.

#### 21 Day Checkout

Older Adult Books

All Juvenile Books

Older Magazines

Backpacks (NO RENEWALS)

CD Books

Music CD's

Playaways

#### 14 Day Checkout

New Adult Books

Kindles (NO RENEWALS)

#### 7 Day Checkout

DVD's

Launchpads (NO RENEWALS)

Video Games (NO RENEWALS)

Current Magazines (NO RENEWALS)

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 **with the exception of Launchpads, Kindles, and Backpacks. The fines on these items are \$1.00 per day.** 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. 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. After three months time, the patron will be billed for the lost materials and be fined. In most cases, a certified letter will be sent to notify the patron that the matter will be turned over to the police. If the Director deems the value of the item(s) does not make it cost effective to send out a certified letter, the patron will simply be billed for the lost materials and fines...no certified letter will be sent. If the patron does not return the items within 7 days of signing for the certified letter or if the letter goes unclaimed, the patron will be referred to the Village of East Troy Police Department if the value of the items is over \$50.

### ***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 paying for damaged and missing items.