

### **Overdue Library Materials Policy:**

It is the intention of the Library Trustees that, in order to maintain our library's property and to attempt to maximize the availability of materials, an Overdue Materials Policy shall be implemented.

Additionally, as service to our community is the reason for our library, it is our intention to ensure that any action taken in enforcing the Borrowing Procedures take fully into consideration the respect and dignity due our patrons and that such action not damage that relationship.

All materials circulated by the library may be borrowed for a two-week period and ~~this period~~ may be renewed online, in person, or by telephone for an additional two weeks. There are no fines charged for overdue items. At the discretion of the Library Director, time and quantity limits may be set for various types of materials.

It is our intent that the Library Director is directly responsible for enacting and communicating any penalties such as the revoking of library privileges or billing for lost materials, and that he or she has sole discretion in such matters.

Adopted February 16, 2003

Updated April 21, 2008

Revised and updated May 30, 2013, February 24, 2026

### **Overdue Library Materials Procedures:**

To maximize the availability of items to the entire community, the following procedures are to be employed:

If 10 or more checked out items are two weeks overdue, borrowing privileges are suspended until materials are renewed or returned.

Items 28 days overdue:	Patron will receive a phone call or email from the Library Staff reminding them to return late materials.
Items 42 days overdue:	Patron will be sent a postcard reminding him/her to return late materials.
Items 56 days overdue:	Patrons will receive an invoice for materials not returned. Additionally, borrowing privileges may be revoked until the materials are returned, or invoice for missing materials is paid.
Items 70 days overdue:	Borrowing privileges are revoked until items are returned and/or fees are paid. In cases where the replacement cost is sufficiently expensive, the Director may elect to send the final notice via Registered Mail as a precursor to further legal action.