

Overdue and Lost Library Materials Policy

The purpose of this policy is to establish guidelines and procedures for handling overdue and lost library materials to ensure fair access for all patrons and the responsible management of the library's collection. The library will provide information on this policy through various channels, including the library's website, signage, and staff communication.

Due Dates: Patrons are responsible for returning borrowed materials by the due date specified at the time of checkout.

Overdue Fines:

Fines for overdue library print materials are charged at the rate of \$.10 per day.

Overdue DVDs are charged at the rate of \$1.00 per day.

Inter-library loan overdue fines are based on the lending library's return policy.

Fines will be charged on a per-day basis for each overdue item.

Fines will accrue for 30 days and then will be marked as lost.

The maximum fines assessment shall not exceed \$3.00 per item (or \$10.00 for DVDs).

Fines will not exceed the current maximum fine as determined by the Public Library Directors Association.

Suspension of Borrowing Privileges: A balance of \$25 in fines will result in a temporary suspension of Library privileges.

Overdue Notices: The library will send courtesy reminders via email or other contact methods for overdue materials. However, non-receipt of notices does not excuse patrons from overdue fines.

The fine schedule will be clearly posted in the library and on the library's website.

Lost Materials:

Definition: An item will be considered lost if it is not returned 30 days after the due date.

Replacement Costs: Patrons will be charged the replacement cost of the lost item, as determined by the library.

If the lost item is subsequently returned in good condition, the replacement cost will be refunded, but any overdue fines will still apply.

Library staff will be available to assist patrons in understanding and complying with this policy.

This policy will be periodically reviewed and updated as necessary to ensure its effectiveness and relevance to the community's needs.

Approved by: Library Director and Library Board of Trustees Date: December 14, 2023

Review Date: *5 years from adoption*

Revised and approved by the Pound Ridge Library Board of Trustees, May 13, 2003
Policy approved by the Pound Ridge Library Board of Trustees, November 10, 2009
Policy approved by the Pound Ridge Library Board of Trustees, December 20, 2011
Policy approved by the Pound Ridge Library Board of Trustees, December 14, 2023