

George Culver Community Library Policy

POLICY: Overdue and Lost Materials

AUTHORIZED BY: Board of Trustees

APPROVED DATE: March 8, 2016

DATE OF LAST REVIEW/REVISION: April 8, 2019

1. Materials are overdue if not received by the date due. The Library does not charge daily fines on items checked out at the George Culver Community Library. However, items checked out at other SCLS libraries may still incur overdue charges.
2. The Library staff will send notices on overdue items as follows: An overdue notice will be sent on all materials after items are 14 days overdue and a final overdue notice will be sent when materials are 26 days overdue.
3. Overdue items convert to "Lost" status at 29 days overdue and patrons are charged for replacement. Patrons with lost materials will receive a notice called the "Statement of Unresolved Charges."
4. When a patron has replacement charges of \$20.00 or more, they are restricted from borrowing library materials or placing holds until the items are returned and fines are paid.
5. The library may contact a collection agency when an item(s) with a value over \$50 is not returned after 12 weeks for assistance in retrieval of the item(s).
6. Once replacement costs have been paid by a patron for a lost item, no refunds will be given. The item is henceforth the property of the person who paid for replacement.

This policy supersedes the former Overdue and Lost Materials Policy and combines the Refunds for Lost Materials Payments Policy.