

## **OVERDUE AND/OR CLAIMED RETURNED MATERIALS**

The Library Director is authorized to set fines for overdue materials. In order to encourage return of long overdue material, moderate maximum fines will be charged.. Information on fines is available at the Circulation Desk and on the Library's web site.

Overdue notices are sent to individuals two weeks after material is due. If material has not been returned six weeks after the due date, a final bill for material is mailed. In addition to overdue notices, individuals who add an email address to their library record may receive notification 3 days before most items are due. This "courtesy notice" is a reminder to renew or return materials before the due date. Individuals are responsible for returning materials on time whether or not notices are received.

Borrowing privileges are suspended when material becomes six weeks overdue. Reinstatement of borrowing privileges occurs when the individual returns the overdue material and pays the accumulated fines or when the price of the item along with the processing fee is paid in full. Borrowing privileges are also suspended when fines have accumulated to an amount to be set by the Library Director.

Accounts with \$50 or more in overdue fines or billed materials will be referred to a collection agency.

When a person informs the Library that material has been returned that the library has no record of receiving, the individual will be held responsible for the material until it is returned or until the full price of the material along with the processing fee has been paid. The Library will assist individuals in these cases by searching the shelves for the material and notifying them of the results of the search.

Return of library materials is of great importance, and any procedure that the Library follows in an individual case will be in keeping with this philosophy.