



Robert W. Barlow Memorial Library Overdue Materials Procedure:

1st Month Overdue – Phone call or letter (if unable to reach by phone) to patron notifying them of overdue material.

2nd Month Overdue – Check of the account status and a search of the shelves to see if overdue material is located on the shelf. Overdue letter with an Iowa Code (see below) is mailed out.

3rd Month Overdue – Check of the account status and a search of the shelves to see if overdue material is located on the shelf. Library materials are now subject to the replacement cost of the items. Invoice for materials is mailed with Iowa Code letter.

4th Month Overdue – Check of the account status and a search of the shelves to see if overdue material is located on the shelf. Account info for the patron is given to the **Iowa Falls Police Department** for collection. Those patrons outside city limits may be notified by the **Hardin County Sheriff's Office**.

5th Month Overdue – Items will be considered lost and will be deleted from system and replaced. Items will be billed to patron on their account. Any item returned after deletion from system may be subjected to a \$5.00 processing fee.

Patrons with overdue DVDs will periodically be called throughout the month, when staff time allows.

Per Iowa Code 714.5 Library materials and equipment – unpurchased merchandise – evidence of intention.

The fact that a person fails to return library materials for two (2) months or more after the date the person agreed to return the library materials, or fails to return library equipment for one (1) month or more after the date the person agreed to return the library equipment, is evidence of intent to deprive the owner (City of Iowa Falls- Barlow Memorial Library,) provided a reasonable attempt, including the mailing by restricted certified mail of notice that such material or equipment is overdue and criminal actions will be taken, has been made to reclaim the materials or equipment. In the case of lost library materials or equipment, arrangements may be made to make a monetary settlement.

[C62, 66, 71, 73, 75, 77, §709.21; C79, 81, §714.5]
85 Acts, ch 187, §2; 87 Acts, ch 56, §1; 2016 Acts, ch 1011, §121

The Iowa Code contains all permanent laws that are passed by the Iowa General Assembly and signed by the Governor.