

## **Overdue Policy**

Items are to be returned by closing time of the due date. Any materials returned after hours of the due date in the drop box will be considered overdue.

A fine of five cents (\$.05) per item (book, magazine, CD, Book on CD) will be assessed against any patron not returning materials by the due date. A fine of fifty cents (\$.50) per video or DVD per day will be assessed against any patron not returning materials to the library by closing time of the due date.

The maximum fine for one item is \$5.00 per DVD/Video and other books/materials. For Example: a book will stop accumulating fines when the fine reaches the amount of \$5.00. If the book is considered lost, the patron will pay the cost for the replacement of the book.

Borrowing privileges are suspended when accumulated unpaid fines or fees exceed \$5.00. Patrons with more than five (5) overdue items will have borrowing privileges withheld until overdue materials are returned. Patrons with more than 5 overdue items may not use another patron's card in order to check out materials.

Patrons will not be allowed to borrow library materials or use computers until the fines are brought below \$5.00.

### **Overdue, Lost and Damaged Materials Procedure – Books, Magazines, Audio CDs, Books on CD, Video/DVD**

1. 1<sup>st</sup> Month Overdue – Phone call or letter (if unable to reach by phone) to patron notifying them of overdue material.
2. 2<sup>nd</sup> 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 is mailed out.
3. 3<sup>rd</sup> 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 714.5 letter is mailed out.
4. 4<sup>th</sup> 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.

Patrons with overdue DVDs will periodically be called throughout the month, when time allows. Otherwise, overdue DVDs will follow the same procedure listed above for Overdue, Lost & Damaged Materials.

Once the library materials have been overdue for 120 days and have not been returned, the patron will be charged for the replacement cost for each overdue item plus any applicable fees or fines. Borrowing privileges will be temporarily withheld until arrangements have been made for the return of the item(s) and payment of the fines.

Exceptions – The Director of the Robert W. Barlow Memorial Library upon application and demonstration of sufficient cause may grant exceptions to the Overdue Policy.

Policy added 01/04/2016