

Overdue Materials

Overdue Policy

- At 15 days overdue, patron will receive a phone call, letter or email (per patron's selection) from the Circulation Specialist as a first reminder.
- At 30 days overdue, patron will receive a phone call, letter or email from the Circulation Specialist as a second reminder. Also, after this second notice goes out, materials may no longer be renewed and the patron's account will be blocked.
- At 60 days overdue, a \$10 service fee is assessed by the library to patron's record. This service fee must be paid, and all materials returned or paid for, in order for the patron's account to become active again.

Alerts on patron records:

At 15 days: "Please remind patron of overdue items (15-29) 1st reminder issued"

At 30 days: "Please remind patron of overdue items (30-60) 2nd reminder issued – materials no longer renewable."

At 60 days: "No Library Privileges – Patron's account is blocked and fees have been assessed."

General Information

Co-signers on cards:

Cardholders and any co-signers are responsible for all materials checked out on the card and for payment of fines assigned to the card. Family members' accounts may also be blocked for overdue materials.

Lost or Damaged Materials

1. The full replacement or repair cost for a lost or damaged item is charged to the borrower to whom the item was checked out at the time that it was lost or damaged.

Interlibrary Loan:

If you have an Interlibrary Loan that is lost or damaged, you are responsible to pay the amount set by the lending library. If this amount goes unpaid for 60 day it will be assessed a \$10 service fee.

9/12/2011
6/4/2012
7/2/2012

1/4/2016