

## **Burley Public Library Overdue Policy**

### **Policy:**

Whereas, the Board of Trustee have the responsibility to manage and protect the books and other materials of the library, it is necessary to have a policy and procedure to levy fines and fees and to collect such fines and fees for overdue, unreturned, or lost books or other materials.

### **Procedure:**

The procedure to collect overdue fines and fees is as follows:

1. Patrons will be notified of overdue books or other materials within seven (7) days of the books or materials becoming overdue.
2. If the materials have not been returned after fourteen (14) days from the original due date a notice will be sent via email or letter to the patron explaining that the books or materials must be returned so they may be used by other patrons. The message will explain that fines are accruing daily.
3. If patron does not return all materials they will be blocked permanently, with notes in the system. After 5 years patron info will be deleted.
4. If patrons return materials in good condition they will pay max fines and be reinstated with all privileges. Notes will remain on their account and exceptions will not be made.

### **Exceptions:**

The Library Directory may approve exception to this policy on a case by case basis.

### **Grievances:**

Any grievance with this policy may be taken to the Library Board by a patron. The decision of the Board is final.