



## Overdue Policy

### Loan Periods

All items owned by Samuels Public Library circulate for a two week loan period. Loan periods are subject to change as new materials or formats are introduced to the library collection.

Hot Reads, Laptops, and Hotspots are nonrenewable. Hot Reads are not eligible for hold requests.

Circulation periods for Interlibrary Loans are set by the owning library.

### Overdue Fines

|                     |                          |                 |
|---------------------|--------------------------|-----------------|
| All Print Materials | \$0.10 per item, per day | MAXIMUM \$5.00  |
| DVDs & Audiobooks   | \$0.10 per item, per day | MAXIMUM \$5.00  |
| Video & Board Games | \$0.10 per item, per day | MAXIMUM \$5.00  |
| Launchpad Tablets   | \$1.00 per item, per day | MAXIMUM \$20.00 |
| Laptops & Hot Spots | \$1.00 per item, per day | MAXIMUM \$20.00 |
| State Park Kits     | \$1.00 per item, per day | MAXIMUM \$20.00 |
| Interlibrary Loans  | \$1.00 per item, per day | MAXIMUM \$20.00 |

### Fines and Personal Services Used by Staff, Board Members, and Volunteers

Library staff, board members, and volunteers shall pay for any fines owed on overdue materials and shall pay for any personal services used at the library.

### Overdue Notices

A first notice will be sent when a book is 5 days overdue. A second notice will be sent when a book is 15 days overdue. A third and final notice will be sent when a book is 25 days overdue. When items reach 35 days overdue, the cost of the item will be charged to the patron's account.

### Claims

A "claims returned" occurs when a patron has received an overdue notice and claims that they have returned the material. If the item cannot be located on the shelf, staff will explain that the records show the item has not been returned but that the library will look for it and request they do the same. By final notice, if the item is not located but the patron feels confident that they returned it, they may complete a "Claims Form". Three claims will be accepted. Additional claims beyond three must be discussed with a supervisor.

A second type of claim may occur when a patron says they never checked out the item listed on the overdue notice. A claims form should be completed immediately in this case. Three claims will be accepted. Additional claims beyond three must be discussed with a supervisor.

### **Lost or Damaged Materials**

A patron is requested to pay for material when returned in a damaged condition. Charges for repairs will be assessed at the discretion of library staff. If an item has to be replaced a full charge will be assessed as determined from the library's vendor, plus a \$5.00 processing charge.

Patrons who have paid for a lost item and then find the item, may receive a refund check for the cost of the item. The item must be returned within two months of payment and record of payment is required.

### **Suspended Library Privileges**

When library privileges are suspended, the patron may not borrow library materials. Library privileges are suspended for the following reasons:

1. Patron has received a final notice for unreturned library material, or
2. Patron owes \$10.00 or more in outstanding fines, or
3. Patron owes for lost or damaged library material.

Exceptions to suspension of privileges due to reason #2 or #3 can be made only when the patron has agreed to a payment plan approved by the Library Director and is currently in compliance.

### **Bankruptcy**

Library privileges are suspended for patrons who have declared bankruptcy if they still have unreturned library materials on their account.