

Sauk City Public Library Policy

POLICY: Overdue and Lost Materials

AUTHORIZED BY: Board of Trustees

APPROVED DATE: March 8, 2016

DATE OF LAST REVIEW/REVISION: June 11, 2018

1. All overdue materials will be fined \$.10 per day starting on the first day an item is overdue (no grace period). Maximum fine is \$5.00 per item.
2. The Library staff will send notices on overdue items as follows: An overdue notice will be sent on all materials after items are 14 days overdue and a final overdue notice will be sent when materials are 26 days overdue.
3. Overdue items convert to "Lost" status at 29 days overdue and patrons are charged for replacement. Patrons with lost materials will receive a notice called the "Statement of Unresolved Charges."
4. When a patron has overdue/replacement charges of \$20.00 or more, they are restricted from borrowing library materials or placing holds until the items are returned and fines are paid.
5. A patron who returns all overdue items and pays \$10.00 will have additional overdue fines waived and be considered in good standing. This does not apply to lost or damaged charges.
6. The library may contact the Sauk Prairie Police Department or a collection agency when an item(s) with a value over \$50 is not returned after 12 weeks for assistance in retrieval of the item(s).
7. Once replacement costs have been paid by a patron for a lost item, no refunds will be given. The item is henceforth the property of the person who paid for replacement.