**Overdue/Damaged-1**

**9/15/10**

**MASON COUNTY M. BEVEN ECKERT MEMORIAL LIBRARY**

**Policy: Overdue, Damaged, or Lost Items**

**Overdue:**

* $.20 per day per item
* $10.00 maximum per item, at which point the item is considered lost.
* First-time notice will be an automatically sent e-mail through APOLLO if the patron has an e-mail address.
* Interlibrary Loan books may not be renewed if specified by the lending library or if

**Lost or Damaged (not-repairable):**

* Cost of the item plus a $10.00 processing fee plus overdue fines.
* Interlibrary loan items—cost of item and processing fees charged by the lending library plus a $10.00 Mason County M. Beven Eckert Memorial Library processing fee.
* If an item is so damaged that it must be replaced, may be taken care of in two ways:

The patron pays for the book as above, or the patron may bring a replacement book of the same title, type, and quality. A paperback may be given to the library for a paperback or a hardcover for a hardcover copy. The patron must still pay the processing fee. The patron may have the damaged book if he/she so desires. If the patron wishes the library to keep the damaged book, the library director will decide whether to recycle it, place it in Little Wooden Library, or place it in the book sale.

**Damaged (Repairable):**

* $5.00 or $10.00 processing fee, depending on extent of the damage

**Uncollectable Charges:**

* Library staff will attempt to collect delinquent charges and will document the attempts.
* If library staff is unable to collect outstanding charges within a reasonable period of time, the documentation may be turned over the County Attorney for attempt at collection.

**Privacy:**

* A patron who chooses to keep materials past the due date or who refuses to resolve unpaid fines or fees, compromises, to some extent, his/her right to privacy. Therefore, sufficient information to allow any individual other than the holder of the borrower’s card may be provided to allow an individual other than the card holder, to resolve unpaid fines on that card. However, authors, titles, or subjects of lost or overdue materials will not be discussed without presentation of the borrower’s card.
* Because of privacy, a post card will not be used as a mailing method when attempting to recover missing/overdue items or fines owed.

**Overdue/Damaged-2**

**9/15/10**

**Avoidance of Patron Responsibility:**

* When fines are owed by one or more members of a household, all fines must be paid before any cards of the household members are used.

**Revocation of Library Privileges:**

* A patron’s library privileges may be revoked for failure to return library materials, make restitution, and/or failure to pay fines.