

ALCONA COUNTY LIBRARY OPERATING POLICY AND PROCEDURES

OVERDUE FINES AND CHARGES

Fines are assessed at \$.05 per day for books and materials other than videos. Fines are assessed at \$.25 per day for videos. Fines will not accumulate on days the library is not open. There is no grace period on New Fiction Adult books, a 3-day grace period on books and materials other than videos before fines are assessed.

The maximum overdue fine for most materials is \$5.00 per Adult and YA classified items and \$3.00 per Juvenile classified item.

General progression of notification of overdue material:

After 1 week	Call or postcard
After 3 weeks	Postcard or letter
After 6 weeks	Stronger worded letter
After 8 weeks	Certified letter

The status of items overdue more than 8 weeks is automatically changed to "Assumed Lost". Patron is charged the cost of item plus a \$5 processing fee per item.

If the Library Director agrees and a patron replaces an item that is "Lost" a processing fee of \$5.00 is charged. (This may be charged in lieu of the maximum overdue fine.)

When a certified letter is sent there is a charge added to the patron record to cover the total cost of the mailing. The patron's borrowing privileges are revoked and the account is blocked until the overdue is resolved.

Patrons will be warned of losing checkout privileges when fines and charges reach \$5.00. Any patron with charges over \$10.00 must have the Director or supervisor's approval to check out any material. A Patron will not be allowed to check out any item if charges accumulate to \$50.00.

Collection action will be taken which may include legal procedures if the charges amount to \$50.00.

Denial of borrowing privileges will [may] result when a threshold of \$10.00 is reached

Procedure for reinstatement of denied borrowing privileges

Reinstatement of privileges will occur in one of the following three actions:

1. Payment of all charges due.
2. Establish an acceptable payment plan.
3. Petition directly to the Library Board.

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Revised by Library Board 4-29-2009

Revised 4-23-2014

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