

# OVERDUE POLICY

Any patron having library materials not returned within 8 weeks of the due date is subject to court action according to the New Hampshire Library Laws (RSA 202.A-24, 25).

The timetable will be as follows:

1. When the materials are 10 days overdue, the borrower will receive notification by text, email, or phone call.
2. A second notice will be sent 7 days later.
3. A final phone call will be made 7 days after the second notice.
4. After 7 more days, the items are considered lost and the patron will be charged for full replacement costs. If the cost of replacement exceeds \$50.00, a lost notice will be sent out via certified mail along with a copy of the RSA pertaining to detaining books and an additional charge of \$10.00 will be added to the patron's account
5. When the certified letter is sent and there is no response, the matter will be turned over to the Gilford Police Department.
6. Borrowers that have fines or other amounts due greater than \$10.00 (including all linked accounts) will be suspended from checking out materials until the amount owed is less than \$10.00.
7. Fines will accrue as follows:
  - Grace period of 1 day past due date except Short-loan Books (SLB).
  - .15/day except SLB
  - .50/day fine SLB
  - Maximum per item charge is \$5.00
8. Accounts with the same address shall be linked with shared problems and fines but can be unlinked upon request if the borrowers are 14 years or older.
9. Suspensions and problems must be resolved for access into e-resources such as Libby which are linked to borrower accounts.

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