

# **Lost, Damaged and Overdue Materials Policy**

## **THE BOARD OF LIBRARY TRUSTEES OF THE RIVER EAST PUBLIC LIBRARY DISTRICT MCHENRY COUNTY, ILLINOIS**

Effective Date: May, 2010

Review / Revision Date: November 2013

The Board of Library Trustees is invested with the specific power under the Public Library Act to provide by ordinance, fines and penalties for injury to any library material, or to any real or personal property belonging to or in the custody of the Library, and for failure to return any library material and to exclude the use of the Library any person who violates the rules prescribed by the Board. Therefore the policy of the River East Public Library District is as follows:

### **Overdue Materials**

Materials held by a cardholder beyond the date they are due will be considered overdue and fines will be assessed according to a schedule of fines established by the River East Public Library Board of Library Trustees. The River East Public Library will make a good faith effort to notify cardholders when their items become overdue. Overdue notification is a courtesy. The Library is not responsible if the notification is not received by the cardholder.

When a patron claims to have returned material which the library records show to be outstanding, library staff will make a thorough search for the material. If the material cannot be located, the items may be checked out to Claims Returned. A supervisor must authorize this action. If the material is subsequently found and returned by the patron, it will be considered overdue and fines will be charged.

### **Lost Materials**

Lost material must be paid for before the patron can check out any more material. A processing fee will be assessed and added to the cost of any lost item.

If an item reported lost and paid for is found within a 30 day period, the cost of the item will be refunded to the patron if the patron has a receipt of payment. Processing fees are not refundable.

### **Damaged Materials**

Damage happens to library books and other material. Usually, it is the result of normal wear and tear. Many people using one item can cause it to look worn with ruffled pages, grubby spots, and broken bindings. This is to be expected--we call these items "well loved." It is a cost of doing business. The last patron who checked the item out is not charged for normal wear and tear.

Occasionally, worse damage occurs that appears to have been done while in the possession of the patron. The library does not decide whether the damage was intentional or accidental. We simply note that it occurred and notify the patron of the cost to replace the item, including a \$4.00 processing fee. Library privileges are suspended until the fees have been paid. A payment plan can be established at the discretion of the Library Director.

### **Fine schedule:**

All materials except DVD: \$0.10 per day, with a maximum of \$10.00

DVD: \$1.00 per day, with a maximum of \$10.00

Processing fee (to replace lost or damaged item) \$4.00

These fines are in place to discourage the late return of materials, not to punish patrons.

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