

CRAWFORD COUNTY LIBRARY

Policy Manual

Policy No. 509

Subject: Overdue Library Materials

Overdue library materials are 10 cents a day per item. Fines for all overdue library materials are capped at \$5.00 per item. Fines may be charged for overdue interlibrary loaned materials, depending on the lending library's policy.

No overdue fines will be assessed to children's books. However, parents or guardians are expected to return these books in a timely manner.

A processing fee of \$3.00 will be included with each notice of overdue books/materials.

All overdue fines and lost materials must be paid before library privileges are restored.

Lost magazines are charged at \$5 each.

For lost materials, patron will be charged replacement costs of materials plus processing fee of \$3.00.

If, after lost materials have been paid for, they are returned within 90 calendar days of replacement charges being paid, a refund of the replacement charges paid minus the overdue fines and processing fee paid will be issued to the patron.

An action by the library's collection agency or the Prosecuting Attorney's Office will be taken in cases of seriously overdue books and materials.

ADOPTED: October 10, 2000

REVIEWED: March 26, 2002, June 14, 2007, June 10, 2010, July 12, 2012; December 13, 2018

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