

Fines Policy

For decades, fines for overdue material have been a practice in libraries to motivate patrons to return material on time and punish those who do not. Libraries are recognizing that this practice is unfairly punitive to the vast majority of library users who mostly do their best to adhere to due dates. The Andersen Center Point Public Library does not charge daily overdue fines.

The library staff reserves the right to restrict or deny check out privileges to any patron who abuses privileges by not returning materials, not paying for a replacement charge, repeatedly damaging items and/or consistently having long overdue material that requires notifications.

Overdue Procedure:

1. Electronic notices will continue to be sent automatically through the system. The staff will check for items overdue 7 days or more. Shelves will be checked to make sure items are not in the library. If not found, the first direct notification will be made from the library staff to the patron.
2. If the items are not returned after approximately 14 days, a second notification will be made by the library staff to the patron. First and second notices will be made by email or phone call. If neither is available a letter or a postcard will be sent.
3. At 30 days overdue a third notice will be made by the library staff through the mail to the patron. They will have 15 days (45 days total overdue), to pay the total amount on the bill or return the items.
4. If the library has not received payment or the items have not been returned at 45 days overdue, the Director will be notified and the patron may be assessed the cost of replacement for the items.
5. If the patron returns an item **after** 45 days and a replacement has already been ordered, the patron must still pay the replacement cost, but may keep the found item. Once the patron has paid the cost of replacing an item, it is considered theirs. The library will not issue refunds to patrons for the found item once a replacement item has been ordered.

Records will be kept on each contact the library makes with its patrons in order to assure accurate reporting of all notices between the library and patron. It is the patron's responsibility to notify the library of changes in any contact information that would prevent notices from being received.

In short, once items are 30 days overdue patrons will receive their third and final notice to return the overdue item. When the patron receives the third notice, they can either:

- Pay the appropriate fee listed on the bill as determined by the Director
- Return the overdue item(s) to the library in good condition within 15 days from the date of the bill.