

## **ELIZABETH TITUS MEMORIAL LIBRARY LOST, DAMAGED, AND OVERDUE POLICY**

The Library Board of Trustees is authorized, under the Public Library Act, to assign fines and penalties for overdue, damaged, or lost library materials belonging to the Elizabeth Titus Memorial Library or items in the custody of the library, and to exclude from the use of the library any person who willfully violates the rules prescribed by the Board.

By signing the library registration card, the patron has agreed to pay all fines and make good any loss or damage to materials. As a result, the library has the right to seek legal counsel for collection of fines and overdue / lost items. Should it be deemed necessary to involve the court, the Director will work with the City Attorney in preparing legal action.

Overdue items are defined as any item not returned by the due date. All items, except videos, are due two (2) weeks after the date checked out. Videos are due seven (7) days after the date checked out. Items on loan from other libraries are due in accordance with that library's loan policies. Those items will be stamped to reflect the due date.

Notification of overdue items will be sent to the patron at four (4) and six (6) weeks past due. At eight (8) weeks past due the patron will receive an invoice for the missing items and will relinquish all library privileges including use of the computers. (Students will be able to do homework, and only homework, on the computers. Privileges will be reinstated once the matter has been resolved.

### Fines for overdue items have been set as follows:

Books, periodicals, audio books	\$0.15 per day per item
Videos	\$1.00 per day per item

Children through the 8<sup>th</sup> grade have the option to read for their fines. For every 15 minutes of reading the fine will be reduced by \$1.00. Library personnel must schedule reading times.

A patron with a fine of \$5 or more will have his or her privileges suspended until the fine is paid in full. If the patron is under the age of 18, responsibility for payment rests with the cardholder's parent or legal guardian. A fine of \$5 or more on a parent, legal guardian, or juvenile's account will not only suspend that individual's privileges but will also suspend privileges for all cardholders at the same address until the fine is paid in full. (This last sentence is enforced at the discretion of the Director.)

### Penalties for lost or damaged items:

All cataloged items shall show a replacement cost in its record. The patron will be invoiced for this amount; no service charges are accrued. The Library does NOT have a refund policy. Patrons who have lost an item will be given an extension of time (fine-exempt) for up to two weeks to locate the item. If after this time the item is not found, the patron shall make full restitution. If the item is found after the patron has paid the

reimbursement cost, the patron will not receive a refund – ownership of the item will transfer to the patron. **Patrons may not replace a copy of the missing item in lieu of reimbursement.**

Fee for lost library cards:

Replacement cards for both adult and juvenile      \$5.00 per card

Theft of an item:


In the event that any person's failure to return any library material, in an undamaged condition, is determined to be willful, the Director of the Library shall report such violation to the Library Board of Trustees for review. The Library has the right to report such violation to the State's Attorney for prosecution pursuant to the applicable terms of the Illinois Criminal Code. The Library has the right to exclude such person from further use of the library, and suspend all privileges, until full restitution to the Library has been made. ("Willful" is to mean "without good cause").

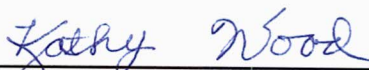
Monetary disbursements:

Elizabeth Titus Memorial Library: all fines shall be deposited into the general fund of the library. All reimbursements for lost or damaged items shall be deposited into Appropriated Funds, Account 1050.

Interlibrary loan items: fines over \$5.00 shall be sent to the owning library. All reimbursements for lost or damaged goods shall be sent to the owning library – it is acceptable for patrons to make their check out directly to the owning library.

Policy approved by the Elizabeth Titus Memorial Library Board of Trustees on  
APRIL 25, 2017.

  
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Nancy Elder, President

  
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Kathy Wood, Secretary