

OVERDUE AND BILLED MATERIALS

Patrons are responsible for the prompt and safe return of all library materials checked out on their card number.

By law, Iowa Code (Section 714.5) includes failure to return library materials as theft.

Patrons will be notified and billed for non-returned, damaged, and lost materials on the following schedule:

- **Stage One:** Two weeks after due date - automated phone call, text, or email from circulation system
- **Stage Two:** One month after due date - billing statement, account blocked
- **Stage Three:** Two months after due date - patrons with bills will be sent a Board Action Letter. (D-7 of policy manual)
- **Stage Four:** Three months after due date - All those with \$35 or more in bills will be sent a prosecution letter (D-8 of policy manual)

There are no daily-accruing fines for overdue materials. However, patrons who are habitually late in returning materials will be put on "Delinquent Borrower" status and only be allowed to check out five items at one time. Of the five items checked out, only two may be DVD movies/Video Games. When they return an item, they may check out another one. This will include all collections in the library. Library staff will determine habitual policy violators. Additional steps may be taken if the situation is ongoing. If a habitual violator returns materials on time for one year, their status will return to normal. All new library patrons will be allowed to have five items checked out (only two DVDs/Video Games) at one time. After 6 months have passed, their status will become normal and any number of items may be borrowed.

By action of the Board of Trustees, patrons with outstanding bills will have **ALL** library privileges revoked until their bill is paid. They may come to the library, but they may not check out materials, use any equipment, or attend any library-sponsored events.