

Overdues:

Each week a list of overdue materials will be generated and reviewed. First overdue notices will be delivered in the form of a phone call made to the borrower in a timely manner. A second overdue notice will be delivered via phone call if after one week the overdue materials have not been returned. A third notice of overdue materials will be delivered via phone call if after one week more the overdue materials have still not been returned accompanied by a letter to the borrower's home address. The letter shall state the full replacement cost of all the overdue items, and unless the items are returned, the borrower shall owe the library the total of their unreturned items. The borrower shall also be banned from checking out further materials from the Library until the sum of overdue items is paid, or all overdue items are returned to the Library.

If and when overdue items are returned to the Library in acceptable condition, all fines shall be waived and any account bans lifted.

Lost or damaged materials:

If materials are lost, the full replacement cost of the items will be charged, although the patron will be given considerable time to locate the lost articles. At the discretion of the library board, further action may be taken. Damaged materials will be charged according to the amount of damage and the possibility of repair.

Renewals and reserves:

Books may be renewed for an additional two week period unless reserved for another patron. A second renewal is possible for items not in demand, but books from the new book shelves may be renewed only once.

Patrons may request that an item be held for them. They will be notified when the item is available. If the item is not claimed within three library days after the notification, it will be given to the next patron on the reserve list or returned to the general collection.