

# Overdue Materials and Fine Policy

## Mt. Pleasant Public Library Overdue Materials and Fines Policy

The library staff is assigned to be in charge of all overdue collection of library materials. They will assess fines, mail notices and/or make phone calls.

Library staff will attempt to notify patrons of overdue items either by phone or mail within two weeks of having overdue library materials. One copy of this notice will be retained in a file marked "Notice". This notice has a record sheet attached for staff to keep track of all actions made on each patron account. These overdue items may be renewed. Patrons are responsible for any fines accrued for overdue items.

When items are two months overdue, an overdue notice is again sent. Patron record sheet is marked to keep track of this action and library copy is placed in file marked "2<sup>nd</sup> Notice". Overdue items may still be renewed. Patrons are responsible for any fines accrued for overdue items.

When items are four months overdue, a final notice in the form of a bill is sent to the patron. This notice is stamped in red with "Final Notice" and tells the patron that unless the patron returns the overdue items within 10 days, their account may be turned over to Allied Collection Services. For patrons under 18 years of age, this notice is sent to the parent or guardian who signed the library card application as the responsible party. Library copy is placed in file marked "Final Notice". Overdue items may still be renewed. Patrons are responsible for any fines accrued for overdue items.

When items are six months overdue, patron records (over \$25.00) are sent to Allied Collection Service and a \$10.00 fee is attached to the patron card. Allied sends patrons (or responsible party if under 18) two letters during a one month time period, warning the patron that they have an outstanding account with the library. Patrons are informed that they must return all items to the library or pay for them or they may be referred to their collection agency and this would then show on their credit report. Library copy is placed in file marked "Allied".

After 30 days Allied turns these records over to their collections department and begins all collections proceedings. **Items may not be renewed at this point.**

Items are checked in to "Lost" on patron cards with less than \$25.00 in overdue materials. All replacement fees are applied to each card. These fees must be paid in full before patrons can use their cards.