

Overdue and Lost Item Policy

1. All library materials are “borrowed” by library patrons and need to be returned in a timely fashion so materials can be enjoyed by all.
2. Library Materials are considered “overdue” when they are returned after the date stamped on the material or its accompanying card.
3. Fines for overdue materials are \$1.00 per day for videos, \$.05 for adult materials and \$.02 for children’s materials. Fines begin to accrue the day after the stamped due date and will only be counted for the days which the library is open.
4. The maximum fine for any single item is \$5.00. If more than \$10.00 in unpaid fines or 10 individual overdue items is owed by a cardholder, library staff reserves the right to deny borrowing privileges until the matter is settled.
5. If materials are lost by a patron, the cardholder responsible will be charged the cost of the material as shown on the material card held in the library. Once automated, all costs will be determined by the price stated in the computer. Default prices have been determined for those materials, which are not marked with prices by the manufacturer. These are listed here. Identical replacement items will also be accepted.
6. If an item is overdue for more than 50 days, the item is considered “lost” by the library staff. Staff again reserves the right to refuse borrowing privileges to any cardholder that has more than 4 lost and unsettled items on record.
7. If materials have been “overdue” for more than 2 calendar weeks, the responsible cardholder may be called by library staff or sent a postcard to remind them to return materials.
8. When materials are more than thirty days overdue, library staff will send a letter to the responsible cardholder requesting item return or payment. Letters will include the item name and price, associated fees, a copy of the related NYS Education Law and a copy of library policy.
9. If after thirty days no response is received from the cardholder, the library staff and library board reserve the right to report the offender to the proper law enforcement agency in accordance with section 265 of the NYS Education Law.
10. Patron grievances should be directed to the Board of Trustees.

Adopted by the Board of Trustees September 27, 2000.