

# **POLICY MANUAL**

## **Fallon County Library Baker MT**

### **Overdue Materials Policy**

Step 1: Each week an overdue list will be generated. A call will be made to patrons whose names appear on this overdue materials list. This call will remind them that they have overdue item(s). At patron's request item(s) can be renewed for one (1) additional month. Maximum of two (2) renewals

Step 2: If an item is listed as one-month overdue, the patron will be placed on "Restricted" status until the item(s) has been returned. The patron will be billed for actual replacement costs. If the replacement cost of the item(s) cannot be determined, the patron will be charged a minimum of \$15.00 per item. A receipt for this payment will be given to the patron and a copy retained by the library.

Step 3: If an item is returned within six months after payment and is in usable condition, the money will refunded to the patron.

Step 4: If a patron has moved and has an overdue item, that item will be transferred to the lost items category for disposition by the Director.

#### **Restricted Status:**

Fallon County Library adheres to this policy of not allowing anyone with Damaged and/or Overdue materials on library computers, until materials have been returned and/or paid for.

**Reviewed/Approved: 08/01/2017**