

PRAIRIE DU CHIEN MEMORIAL LIBRARY Overdues Policy and Procedure

Items checked out from the collection of the Prairie du Chien Memorial Library become overdue on the first library business day following the due date. Fines are charged per item per day at rates established by the librarian and approved by the Library Board of Trustees.

From the date an item becomes overdue, three overdue notices will be issued at two-week intervals. The third overdue notice will be a Final Notice. At the time it is sent, the overdue items will be marked "Patron lost" on the database, and the Final Notice will have replacement costs for the overdue item(s) noted. The replacement costs will be determined from the cost on the database for each item, or from alternative sources if no cost has been recorded. If an item is found after payment has been made, the patron will be instructed to keep the item. Library staff are not empowered to make refunds.

The Final Notice will also contain a statement that if no arrangements to return the item(s) OR make reimbursement have been made to the library by the patron within two weeks after issuance of the statement, the patron's contact information will be given to the Police Department for issuance of a citation. This action will be used only as a last resort. An attempt will be made to contact the patron by telephone before information is sent to the police.

Patrons may make arrangements with the library to make payments by installment if necessary prior to a citation, but once a citation has been issued by the police, the library has no power to change costs.

Statement for inclusion in final overdue statement:

Responsibility for Overdue Items:

Patrons are responsible for any items checked out using their library card, unless the card has been reported to the Library as lost or stolen before the material was checked out. Materials not returned will be charged to the Patron at replacement cost, which includes a fee to cover processing of the item.

If no arrangements for payment or return have been made within two weeks after issuance of this statement, Patron contact information will be forwarded to the Prairie du Chien Police Department for issuance of a citation.

THIS ACTION WILL BE USED ONLY AS A LAST RESORT.

Approved by the Board of Trustees 10/13