

## Patron Lost Item Policy

Patrons receive notices several times when items are overdue. After 6 months, a report is run and items that have not been returned are declared Patron Lost.

1. The patron is charged for the total cost of the lost item, plus the overdue fine.
2. On print materials, the overdue fine is 5 cents per day up to \$2.00, or on paperbacks, 1 cent per day up to 50 cents. On AV items, the overdue fine is 25 cents per day up to \$10. There will be a \$1 replacement fee for any Damaged/missing DVD cases.

If a patron comes to the library and is made aware of the fines, there is an opportunity to return the materials. If the patron replaces or returns the materials, the price of the item is deleted from the fine balance, *but the patron is still charged for the overdue fees*. Items replaced must be in like new condition and of the same format (paperback, hardback, audio, dvd).

If a patron finds a previously lost and paid for item within 60 days they may either keep the item or return it to the library for full reimbursement, provided the item is in good condition and the patron has the receipt issued by the library. After 60 days no reimbursements will be granted.

Once the balance returns below \$5.00, the patron is allowed access to the library system's services.

Should a patron wish to have a print verification of the information used when their fines were calculated, one is available from the County Librarian's office. It may not be accessible immediately, but can be mailed or faxed within a day or so.

A report on library system patrons with large fines is generated every 6 months, and given to the County Attorney. Patrons with large fines who are stopped for a traffic violation, for example, may also be checked for outstanding library fees.

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