

Overdue Materials

PATRON POLICIES

Accrual rates

1. Overdue fines on all library items are 10 cents a day except early childhood resource kits.
2. Overdue fines on early childhood resource kits are \$1.00 per day.
3. A maximum of \$5.00 per item will be charged **for overdue items**, regardless of item type, not to exceed \$15.00 for any one patron on the day that a patron pays for overdue fines.
4. Once the two-day grace period has passed, fines will accrue back to the first day past the item's original due date. Sundays are included.
5. Parents and/or legal guardians are responsible for fines and fees incurred by children.

Notices

1. A 1st notice of overdue materials will be sent by mail or email from V-Cat central server 7 days after the due date.
2. A 2nd notice will be sent 21 days after the due date.
3. A 3rd and final notice will be sent 35 days after the due date.

Lost Status

On the 50th day past the due date the replacement cost of the item (or an average default cost in those cases where replacement copies may no longer be purchased) will be added to the fine and the item will be considered "lost."

Suspension

Borrowing privileges will be suspended for anyone owing \$5 or more in fees, fines or replacement costs.

Forgiveness

Overdue fines will not normally be forgiven, deleted or refunded. The Director or Department Heads must approve all refunds and amnesties.

Replacement

Library Materials: Replacement cost will be the current price of the item.

Approved by RDL Board of Trustees July 19, 2011