

Pine River Public Library District

Overdue, Lost, or Damaged Materials Policy

Fines:

Pine River Library does not charge daily fines for overdue books, audio-books, DVD's, magazines, or music CDs; although the cardholder's library card will be restricted if there are overdue items. After 60 days the collection process outlined below will initiate.

Electronic materials, such as hot-spots and computers, and items from the Library of Things, incur a daily fine as listed on the library website.

Cleaning:

Items from the Library of Things that require cleaning may incur a processing fee.

Lost or Damaged Items:

Cardholders must contact the library if they have a lost or damaged item. The cost of the item will be assessed and applied to the cardholder's account for payment. The library cannot accept replacement items in lieu of payments. The cardholder may negotiate a payment plan with library management if necessary.

Collections:

When any item is 60 days overdue the library's automated recovery system will initiate. It may report the cardholder to a collection agency incurring an additional processing fee. The collection agency will work in accordance with state law to retrieve the missing items(s). Once items are returned only the processing fee needs to be paid by the patron to regain full access to their library card.

Items on loan from other libraries:

This policy will be applied to all items checked out at Pine River Library regardless of the owning library.

Reviewed by the Board of trustees: May 2023

Approved by the Board of trustees: June 2023