

Kitchigami Regional Library

Overdues/Replacement Policy

Purpose

To encourage library users to return their materials by their due date, reducing the need to send overdue notices.

Principle

Kitchigami Regional Library System lends books and other media at no charge, on the principle that library users understand their responsibility to return those items so that others may borrow them. Kitchigami Regional Library System does not charge daily overdue fines; other fines and fees exist, however, to offset the costs of administering overdues notices.

Policy

Borrowers will be contacted by email or telephone when items are 14 days overdue and again at 21 days if the items are not returned. At 31 days an overdue notice will be printed with a \$2.00 notice fee. The \$2.00 notice fee is non-refundable and must be paid, even if the items are returned.

No second notice will be printed. AV and high demand items will be declared lost or damaged at 21 days overdue and the borrower will be charged accordingly plus a \$3.00 administration fee. Other materials will be declared lost or damaged at 31 days.

Borrowers will be charged for lost or damaged materials according to the standard replacement cost schedule. Items costing more than the standard replacement cost will be charged according to their actual value. A \$3.00 administration charge will be added for all lost or damaged items.

The replacement cost for lost items will be refunded upon return of the lost item for up to one year after payment; the \$3.00 administration fee is non-refundable.

This policy will be reviewed annually.

(Approved by KRLS board 20 May 2004)