

# **SAMPSON-CLINTON PUBLIC LIBRARY SYSTEM**

## **Overdue / Lost / Damaged Materials Policy**

Fees charged for overdue/lost and damaged materials will be as follows:

- Books, magazines, pamphlets, music cassettes, books on tape - .10 cents per day up to maximum \$2.00 per item
- Interlibrary loan materials - .10 cents per day up to maximum \$2.00 per item/plus applicable charges from loaner institutions
- Library owned videos and DVDs - \$1.00 per day up to maximum \$10.00 per item
- Overdue films/videos from state library - \$2.50 per day (charges levied by state library) up to replacement cost of item
- Overdue equipment - \$1.00 per day up to maximum \$10.00 per item/or replacement cost of item
- Lost/damaged materials - replacement cost of item plus a \$2 processing fee.

Regulations:

- Patrons with overdue materials exceeding three weeks will not be allowed to check out materials until all materials are returned and all fines are paid.
- Patrons with overdue fines exceeding \$2.00 will not be allowed to check out materials until the fines are paid. Fines under \$2.00 must be paid by the second visit (verbal notification of overdue fines will be indicated on patron records).
- Patrons are to be encouraged to look for lost items for at least one circulation cycle (three weeks) before paying. Once the item is paid for the item becomes the property of the patron. No refunds. Overdue fines will not be collected in addition to replacement costs.
- Damaged items become the property of the patron after it is paid for and withdrawn from the system. Overdue fines will not be collected in addition to replacement costs.
- If materials are damaged or lost due to theft or fire, the replacement costs and overdue fines of these materials may be waived by library administration upon presentation of an official report by the appropriate regulatory body documenting the incident.

The following steps will be taken to retrieve overdue materials:

- Only two items may be checked out when issuing a new library card. Audio-visual equipment, DVDs, videos, audiocassettes, and compact discs may not be checked out to first time card owners.
- An overdue notice will be mailed to patrons three to four weeks after materials become overdue.
- Each quarter, a long overdue list will be generated and sent to the Sampson County Finance Office whereupon they will attempt to retrieve the items or collect replacement fees.
- Parents/guardians with overdue materials/outstanding fines or fees will not be allowed to register their children under 17 years of age for library cards until their own records are cleared. Parents may not check out materials on their children's cards in order to avoid

overdue fines and fees. The library reserves the right to stop use of any library card for which the delinquent parent/guardian has signed responsibility. Patrons 17 years and older may register for their own cards.

- Patrons with long overdue items exceeding \$50.00 in value may under North Carolina Generals Statue 14-398 be taken to Small Claims Court. All fines and fees associated with this legal procedure will become the responsibility of the patron. Parents of children under 17 years of age will be legally accountable for all materials checked out to their children.

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