

- i) Generally, fines for overdue material will be levied at the rate of 10 cents per item per day excluding days the library is closed for holidays or Sundays. Interlibrary loan books and other staff-identified materials shall have a fine of \$1 per day (excluding days the library is closed) with no maximum.
- ii) Patrons who owe \$5.00 or more in fines shall be restricted from checking material out until the fine is paid.
- iii) Individuals whose family membership card has been restricted may not receive an individual card until the family card is unrestricted. Individuals who are restricted may not use a family card until the individual card is unrestricted.
- iv) Borrowing privileges will be restricted and the patron's name may be turned over to the City Attorney after material has been delinquent for a period of 60 days. In addition, a \$15 collection fee may be charged to the delinquent account. Prior to any legal action, every attempt will be made to recover overdue materials directly from the patron.
- v) Fines automatically stop on a lost item when the loss is reported.
- d) Replacement of Lost/Damaged Materials
 - i) Replacement of damaged material is the responsibility of the patron who last had the item checked out. Patrons may either replace the lost or damaged item with the same title in the same format or pay for the replacement of the item using the cost entered on the item's catalog record. Payments for lost items will be credited to the appropriate budget line to allow for a new purchase to be made.
 - ii) Books and DVD materials are valued at full cover price, which may be found on the item's catalog record. If this is not available, the full cover cost from the replacement's vendor will be substituted.
 - iii) Cases for DVD materials and other accessories are valued at \$1 each.
 - iv) Replacement of lost material is the same as for damaged material. However, if the patron feels the item(s) may turn up they should be renewed until the cost of the book or DVD is reached, then moved to lost as defined herein. The patron will then have three months before restitution is required.
 - v) No return of donated material or money will be made, even if the original item is found.

15) Interlibrary Loan

- a) Borrowing Items
 - i) The Culbertson Public Library will use the most efficient means of interlibrary loan (ILL) available for its patrons to insure speedy delivery of requested titles.
 - ii) Patrons are required to pay for the return postage (rounded to the nearest quarter) of the items received whether or not they check the items out. In addition, the patron must pay for any assessed costs of obtaining an item through interlibrary loan (rental, copies, fees, etc.) which go beyond budgeted staff and online time.