

## **Overdues:**

Each week a list is compiled of materials that are overdue. Overdue notices will be sent, or a phone call made to the borrower in a timely manner. A grace period of one week after the due date will be allowed with no fines charged. A fine of 25 cents will be charged after the second contact, and a fine of 50 cents after the third etc. Fines will accumulate at the discretion of the librarian. The fines may not exceed the cost of the overdue item.

## **Lost or damaged materials:**

If materials are lost, the full replacement cost of the items will be charged, although the patron will be given considerable time to locate the lost articles. At the discretion of the library board, further action may be taken. Damaged materials will be charged according to the amount of damage and the possibility of repair.

## **Renewals and reserves:**

Books may be renewed for an additional two week period unless reserved for another patron. A second renewal is possible for items not in demand, but books from the new book shelves may be renewed only once.

Patrons may request that an item be held for them. They will be notified when the items is available. If the item is not claimed within three library days after the notification, it will be given to the next patron on the reserve list or returned to the general collection.