

OVERDUE MATERIAL

1. In the interest of making access to the library's collection more convenient for everyone, and realizing the immeasurable value in terms of public relations, the Garner Public Library will only charge fines for overdue DVDs.
2. It is the belief of the Board of Trustees that citizens of this community are considerate of the needs of others and are aware that, other than DVDs, materials borrowed should be returned by the due date indicated, and, therefore, should not be penalized by the levy of fines; however, those who are chronic or flagrant abusers shall have their privileges restricted as necessary.
3. Overnight/week checkouts: Phone calls will be made until the item is one week overdue. A letter will then be sent. After one month, a final notice will be sent, informing the borrower that the item(s) have been made lost and all privileges have been suspended until the item(s) have either been returned or paid for.
4. Other checkouts: Phone calls will be made once a week after the item(s) are one week overdue. After one month, a letter will be sent. After 2 months, a final notice will be sent, informing the borrower that the item(s) have been made lost and all privileges have been suspended until the item(s) have either been returned or paid for.
5. DVD checkouts: Fines for overdue DVDs shall be one dollar (\$1.00) per day until the item is made lost (after one month). Patrons with DVD fines will be restricted from checking out more DVDs or using the Internet until the fine(s) are paid. Once a DVD has been made lost, a fine equal to the cost of the DVD will be charged to the patron, with all privileges suspended until the item(s) have been returned or replaced and the fine paid.
6. All materials except the Internet may continue to be used in the library regardless of patron standing. Patrons with fines will not be allowed to use the Internet until said fines are paid.
7. Patrons having materials unaccounted for after two months will be subject to the Iowa theft law and may be processed in accordance with it.
8. Attachment: Concealed library materials