

# Overdue, Lost or Damaged Materials Policy

2/20/2017 | Revision 01

The Board of Library Trustees is invested with the specific power under the Public Library Act to provide, by ordinance, fines and penalties for injury to any book or other library material, or to any real or personal property belonging to or in the custody of the library, and for failure to return any book or other material or personal property belonging to or in the custody of the library and to exclude from the use of the library any person who willfully violates the rules prescribed by the Board. The purpose of this policy is to prevent, discourage, and prohibit the injury to any book or library material or property, real or personal, and the failure to return any book or library material or property to the library. Therefore, the policy of the Maroa Public Library is as follows:

## Section 1

Any person who shall fail to return in undamaged condition any book or library material belonging to or originally borrowed from the custody of the library shall be responsible as herein provided:

### A. Fines:

All books and library materials, of all types, will have no daily late fines incurred. However, no new materials may be checked out until all overdue materials are returned. Any materials 30 days or more overdue will be deemed lost and the patron billed for full replacement cost. See a librarian or the Director for more information.

### B. Fees for Lost Library Cards:

The initial library card will be provided to the patron at no cost. Should the initial card need to be replaced, there will be a \$1.00 fee for each new card issued.

### C. Lost Materials:

All library materials that are more than 1 month overdue will be considered a lost material and the replacement cost plus a processing fee will become the responsibility of the patron. The patron will be notified that they are in possession of a lost material and will have 5 business days to return the material. If the library material is not returned within those 5 business days, the patron will incur the replacement cost and will be billed for that amount. The document the patron will receive will be titled as a "Billing Notice."

### D. Damaged Materials:

If items are returned in damaged condition that requires them to be repaired or replaced, repair costs and/or replacement costs are the responsibility of the patron.

# Maroa Public Library District

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## **Section 2**

The term “replacement cost” used in Section 1 above refers to the price the library must pay to obtain another copy of the item or one that is comparable to that item if the item is no longer available for purchase. The patron will be billed for that cost.

## **Section 3**

There will be no refund given if a book or library material that has been replaced and paid for is returned. The library will consider it to be purchased by the patron.

## **Section 4**

In addition to the foregoing, in the event that any person’s failure to return any book or library material, in an undamaged condition, is determined to be willful, the Director of the Library shall report such violation to the State’s Attorney for prosecution pursuant to the applicable terms of the Illinois Criminal Code and shall exclude such person from further use of the library or any privileges attendant thereto until full restitution to the library has been made. For purposes of this section, “willful” is to mean “without good cause.”

## **Section 5**

All fines and penalties for the commission of injury upon the library, its grounds, or the property thereof shall be paid into the general fund of the library or the body enforcing this ordinance.