

ALCONA COUNTY LIBRARY OPERATING POLICY AND PROCEDURES

OVERDUE FINES AND CHARGES

As of January 1, 2020, Alcona County Library will be fine free. However, the library will not be fee free.

General progression of notification of overdue material:

After 1 week	Call or email
After 3 weeks	Postcard or email
After 6 weeks	Strongly worded letter
After 8 weeks	Certified letter

The status of items overdue more than 8 weeks is automatically changed to "Assumed Lost". At this time the patron is charged the cost of item plus a \$5 processing fee per item.

If the Library Director agrees and a patron replaces an item with the same item that is "Lost," a processing fee of \$5.00 is charged.

When a certified letter is sent there may be a charge added to the patron record to cover the total cost of the mailing. The patron's borrowing privileges are revoked and the account is blocked until the charges are paid.

Patrons will be warned of losing checkout privileges when charges reach \$5.00. Denial of borrowing privileges will occur result when a threshold of \$10.00 is reached. Any patron with charges over \$10.00 must have the Director or supervisor's approval to check out any material. A Patron will not be allowed to check out any item if charges accumulate to \$50.00.

Collection action will be taken which may include legal procedures if the charges amount to \$75.00.

Procedure for reinstatement of denied borrowing privileges

Reinstatement of privileges will occur in one of the following three actions:

1. Payment of all charges due.
2. Establish an acceptable payment plan.
3. Petition directly to the Library Board.

Revised by Library Board 4-29-2009

Revised 4-23-2014

Reviewed 10-26-2016

Revised 1-22-2020