

OVERDUE MATERIALS

The Sturm Memorial Library does not charge fines for overdue materials. Materials that are not returned after 28 days, however, are considered "Lost" and a bill is generated for the item and a notice is sent to the cardholder who checked the book out. The bill is attached to the cardholder's record and if it is over \$5.00, the card cannot be used to check anything out until the bill is cleared. If the patron cannot find the item, they must pay the bill for the item or work out arrangements with the Library Director. Any patron accounts that have bills over \$50 will be sent to collections. Once an account is sent to collections a \$10 fee is attached to the account for recovery costs. Once billed items are returned, replacement costs for the materials are removed from the patron account and no fines are issued, however the \$10 recovery fee will remain and a stop will remain on the card until it is paid.