

PCPL 3.2-1 Overdue Materials (01/2011)

It is the responsibility of the patron to return all borrowed items on time. Fines are twenty-five cents per day for each item overdue (other than A-V materials and equipment which are covered under the A-V Policy). No further items will be loaned if fines are \$3.50 or more. All remaining balances must be paid within thirty (30) days. Reminder by telephone, post card, or e-mail will be issued to patrons approximately 1-2 weeks after due date, 5-6 weeks after due date, a notice will be mailed.

Should the borrowed items not be returned in approximately six weeks after the final due date, a letter will be sent under the director's signature stating the details of the overdue items and notifying the patron that their borrowing privileges have been suspended.

In-house use of reading materials and computers will still be available to patrons that have accumulated fines. However, the patron must pay a portion of the fine, not less than 10% of the amount due before they are issued a computer.

PCPL 3.2-2 Overdue Materials (Fines Waived)

Fines on non-renewable items, such as videos, will be waived on days when either the Public Schools have been canceled due to adverse weather conditions and/or the Pulaski County Sherriff's Department has advised drivers to refrain from being out on the roads due to adverse weather conditions. Fines will still be charged on overdue items that can be renewed by phone.