

OVERDUE MATERIALS

Overdue materials, except children's materials, generate fines that are recorded in the patron record when materials are checked in. A bill is generated for overdue materials four weeks after the due date. This bill is also attached to a patron's record. If any patron has more than \$5.00 worth of bills and or fines on their record they cannot check out any items from any OWLSnet library until Fines and/or Bills go below \$5.00. Fines are:

General Collection .05/Day

Video .05/Day

Unique Collection Agency

If a patron has overdue items totaling \$50 or more six weeks after the due date of those items, their account will be turned over to Unique Collection Agency for further action. A \$10 charge will be put on any account turned over to Unique Collection Agency.

If patrons have contacted staff regarding their overdue items and have made arrangements with staff for returning the items or paying replacement costs, their account will not be turned over to Unique for a period of two months. If at the end of two months no resolution has occurred the account will be submitted to the collection agency.