

Overdue Material/Family Block Policy

Rules for borrowing

- Library materials are loaned to individual library users with valid library cards for a specified period of time. The borrower is expected to return or renew the materials no later than the due date.
- When a patron moves, changes their phone number, or email address, it is their responsibility to inform the library of the change to their account.
- Failure to receive an overdue notice does not negate the borrower's responsibility to return items to the library on time.
- Borrowers are responsible for everything checked out on their cards, even if those items are lost or stolen.

Overdue Fines

Overdue fines will be charged for materials not returned by the due date. A book-drop is available for use when the library is closed. Fines are not assessed for days the library is closed. A patron's borrowing privileges will be blocked when outstanding fines reach \$10.00.

View the *Itemized List of Fines & Fees* for further information.

Cardholders with past due items will receive a series of notices regarding the status of their items. 1st Overdue, sent 14 days after the due date, sent via print, email, or text message. 2nd Overdue, sent 28 days after the due date, sent via print, email, or text message. Bill, sent 60 days after the due date, sent by print only.



Items 45 days or more overdue will be considered Long Overdue. One (1) or more long overdue items will block a cardholder's account. Items 60 days or more overdue will be changed from Long Overdue to Lost. Cardholders will be charged for the cost of the lost item(s) and the amount owed will appear on the cardholder's record until such time as the Bill is paid.

Return of the item will not be accepted later than (30) thirty days after the date of the (60) sixty-day bill (90 days after the due date). However, as a courtesy, the Haworth Library may accept, at the discretion of the Library Director, the lost material in lieu of payment, provided the lost material belongs to the Haworth Library.

Replacement Charges

Patrons are responsible for the care of library materials in their possession. Items lost or deemed damaged beyond repair will be billed to the patron's card as a replacement charge. The item must be paid for before the borrowing privileges are restored.

The default price defined by the BCCLS system will be charged for lost or damaged materials. Upon evaluation of an individual case, the Library Director may authorize the patron to replace the material in lieu of payment.

Replacement fees paid online will not be refundable. Replacement fees paid at the Haworth Library may be eligible for a refund if the item is found and returned to the library within 30 days of payment, less the maximum overdue fine.

Family Block

When a patron is billed for the replacement cost, a letter is sent to the family of the delinquent card. The cards of all family members living at the same address will be blocked from use at all the BCCLS libraries. The block will be removed after the items are returned or paid for.

Materials on Loan from Other BCCLS Libraries

The loan period for materials loaned from other libraries in BCCLS is established by the owning library, not the Haworth Library. Overdue fines for materials owned by other libraries can be collected by the Haworth Library using the fine schedule of the owning library. Patrons are responsible for resolving issues for lost or damaged items directly with the owning library, not the Haworth Public Library.

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