

## **POLICY: FINES AND RECOVERY OF OVERDUE MATERIALS**

Library materials are purchased for use by all citizens of DeWitt County. The Yorktown Public Library establishes regulations for the loan of materials, including circulation periods, renewal processes, and fines for late return. The Yorktown Public Library believes that the individual who chooses to keep materials past the due date, or who refuses to settle unpaid fine or fees, compromises to some extent his or her right to privacy. The library will attempt to recover overdue materials and will notify patrons of unpaid fines and fees according to procedures established by Yorktown Public Library.

### Fees and Recovery of Overdue Materials

- Overdue fines are as follows: .05 cents per day and will accrue up to \$5.00; after \$5.00; items will be considered lost.
- Patron may not check out additional materials until items are returned and fines have been paid. If items are lost, patron will need to pay the replacement cost of the item, including processing fee before additional materials can be checked out.