

SECTION:	PS 4	CIRCULATION OF LIBRARY MATERIALS
SUBSECTION:	PS 4.2	FINES AND FEES
POLICY:	PS 4.21	OVERDUE FINES AND FEES AND NOTICES
REVISIONS:		10/8/86; 1/1/87; 10/95; 2/02; 9/14/16; 3/15/17; 8/16/17; 09/18/24

Ashtabula County District Library is a fine-free library system—only replacement costs and processing fees will be charged for lost items.

Overdue Notices

- One (1) day before an item is due, a text or email message is automatically generated to remind the patron of the imminent due date.
- A second text or email is automatically generated on the day the item is due.
- When an item is seven (7) days overdue, an automatically generated Overdue Notice is texted or emailed to the patron. If no text or email information is provided, Library staff will attempt to contact the patron by phone to notify them of overdue items.

Charges For Lost or Damaged Items

When an item is 30 days overdue, the overdue item will be considered Lost and the patron will be charged for the replacement of that item. A patron’s card is blocked from further borrowing when charges greater than \$5.99 have accrued on their account.

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| • Lost or Damaged item | List Price |
| • Processing Fees | \$3.00 |
| • Missing Peripherals (bags, cases, sleeves, etc.) | \$1.00 |
| • Lost Library Card | \$1.00 |

Refunds

When a patron returns a lost item in acceptable condition, for which they have a receipt showing they paid for the item within the last 6 months, the cost of the item is refunded by check from the library. The library retains any processing charges that may have accrued.

Damage to Materials

It is expected that library materials will undergo a certain amount of wear and tear. Patrons returning materials in such a state that continued circulation is not deemed possible may incur the cost of replacement and processing.