

SECTION:	PS 4	CIRCULATION OF LIBRARY MATERIALS
SUBSECTION:		
POLICY:	PS 4.6	CLAIMED RETURNED MATERIALS
REVISIONS:		8/16/17

When a borrower claims to have returned library materials that remain on their record, library staff will check the collection to assure the item(s) have not been returned and reshelved. If the item(s) are not found in the library they may be renewed up to four (4) times to allow the library staff and patron to continue to search for the item(s).

If extended efforts to locate the item(s) prove unsuccessful, the item may be assigned the status “claimed returned.” The borrower *may* be excused from fines and fees associated with missing items at the discretion of the director, supervisor or their designee.