

JERICO PUBLIC LIBRARY BORROWING PRIVILEGES POLICY

Jericho Public Library policy states that the Library's primary purpose shall be that of providing all school district residents with the best possible collection of books and other library materials. A concomitant of that purpose is encouraging the return of library materials, within a specified period of time, so that the greatest possible use can be made of all the Library's materials.

When checking out items (books, DVD's, etc.) patrons receive an email or paper receipt containing each item's due date. It is the responsibility of the patron to return each item on or before the date due.

Jericho Public Library also offers an automatic renewal service. When it is time to return an item, if there is no hold then the system will automatically renew the item one (1) time only. The system will send an email courtesy notice that the item has been automatically renewed one (1) time with the new due date.

A schedule of fines for overdue items will be imposed to induce timely return of materials, and to defray administrative costs. If a patron account has fines over \$10.00, the account will be suspended and no items will be checked out until the fine is paid.

In instances when the Library's borrowing rules have been violated or ignored, such as failure to return materials that creates unpaid fines on overdue materials, the Library will notify the patron by mail or email two times within a 35-day period. An overdue notice is sent after 15 days, a bill notice is sent after 35 days informing the patron that if the item is not returned or paid for, the matter may be sent to a collection agency. Patrons are referred to the collection agency if they are 50 days overdue and owe over \$50.00.

Once all items are either returned or paid for, including all fines, the account block will be removed restoring all borrowing privileges.

Patrons who return damaged materials which can no longer circulate receive an email or phone call notifying them that damage was detected on the returned item. If a patron responds that they damaged the item, the patron may be given the choice to replace the damaged item or pay replacement cost. If a patron denies the damage a note will be placed in their account. The third time a patron returns a damaged item and denies the damage their account is blocked. If there is no response from the initial call or email informing the patron of a returned damaged item a "pop up message" is placed in the account. The account is blocked and they lose their borrowing privileges.

If the total amount due is over \$50.00 it will be sent to the collection agency after 50 days.

Adopted by the Board of Trustees of the
Jericho Public Library October 12, 1981
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