

# **BAY COUNTY LIBRARY SYSTEM**

## **Circulation and Collection Procedures Policy**

### **Overdue Materials:**

Patrons with materials 14 days overdue will receive an overdue notice with a final notice being sent approximately two weeks later. Items are declared lost in the circulation system 14 days after a patron receives the final notice (a total of 42 days after the item was due). A letter from Unique Management Collection Service will be sent to the patron when the patron has accrued \$75.00 of a combination of lost and overdue fines. Patrons will be responsible for all agency fees in addition to overdue fees. If none of these steps result in the return of library property then the patron will be turned over to the Bay County District Court for prosecution under the Bay County Library Ordinance.

### **Claims Returned:**

In the case of library materials for which overdue notices are sent but are claimed to have been returned by the patron, acknowledgement of this will be made on the computer record, and the shelves will be searched regularly by the library staff for these items. Only two incidences of Claims Returns will ever be allowed on the patron's record.

### **Lost material that has been paid for:**

Material that has been lost and paid for, and then found within six months, may be returned for refund. The material must be in good condition. In addition, the patron must present a receipt for the lost and paid for transaction.

08/26/09 board approved