



## Lost, Damaged, and Overdue Items

### Lost and/or damaged materials

Materials borrowed are the responsibility of the library patron. Replacement cost (not original purchase price) is the responsibility of any patron who borrows and loses any library material. In the case of children under the age of 18, it is the parents' responsibility to pay for lost or damaged items in accordance with the following schedule of terms:

1. Retail replacement cost of any item which is lost or damaged beyond or repair + \$5 for processing fees.
2. Materials borrowed through interlibrary loan which are lost or damaged are charged to the patron according to the bill provided by the lending agency.

Staff has discretion to reduce amounts if the fine is believed to be a hardship for the patron

### Fees and Fines

The Mattoon Public Library has established, in addition to the schedule for lost or damaged items, the following schedule of fines for overdue materials as well as fees for other services provided by the Mattoon Public Library.

#### Check out times, fines, and fees

	New Items			Older Items		
	Check Out Period	Renewals	Fee (per day)	Check Out Period	Renewals	Fee (per day)
Audio Books	2 weeks	No	\$1.00	2 weeks	4	\$.50
Books	2 weeks	No	\$.50	2 weeks	4	\$.25
DVDs	2 weeks	No	\$3.00	2 weeks	No	\$1.00
TV on DVD	2 weeks	No	\$5.00	2 weeks	1	\$2.00
Magazines				2 weeks	4	\$.10
Music CDs	2 weeks	No	\$1.00	2 weeks	4	\$.25
Newspapers				2 weeks	No	\$.10
Playaways	2 weeks	No	\$1.00	2 weeks	4	\$.50
Video Games	2 weeks	No	\$3.00	2 weeks	No	\$1.00

No item fine will exceed the cover price plus a \$5 processing fee.

***New items will stay new for 3-6 months depending on demand on item***

Patrons will be notified by email to remind them about overdue materials once a notice is generated by the circulation system. After a 3<sup>rd</sup> and final notice of overdue materials, items are placed in "lost" status. Twice a year patrons with fees or "lost" items over \$15 will receive a notice in the mail and a fee for the postage will be added to the patron's fine.

Patrons will be given 30 days to contact the library about their outstanding library fee. After this 30 days accounts will be referred to a collection agency in accordance with Illinois Compiled Statutes at 720 ILCS 5/16B, which relate to the protection of library materials.

Any patron with an outstanding account balance of \$30 or more will automatically be sent to collections each month.

In the case of minor children under the age of 17, it is the parent's/guardian's responsibility to pay for lost or damaged items. Therefore, the child/children and parent/guardian together lose library privileges when their library account/accounts become blocked for overdue, lost, or damaged materials.

Patrons are also responsible for any and all collection and/or court costs incurred by the library in its' efforts to secure the return of library material.