

Overdue Materials

The following procedure shall be followed in an effort to recover overdue materials.

1. The library staff will attempt to contact the patron no less than 3 times during the 8 weeks after the due date of the material.
2. If the material is of value to the collection (as determined by the librarian), the patron will be sent a letter 2 months after the due date, informing him/her of the law regarding overdue materials and our intention to pursue repossession. The material (or payment for its replacement) must be received within 5 working days or we will pursue further legal action.
3. If the material has not been returned or paid for within a reasonable time after the letter in step 2 has been sent, a registered letter, return receipt requested, will be sent to the last known address of the patron informing him/her of the law regarding overdue materials and our intention to pursue repossession. The material (or payment for its replacement) must be received within 5 working days or we will pursue further legal action.
4. If a response is not received in 5 working days the matter may be turned over to the Leon Police Department to seek recovery or payment
5. The patron will not be allowed to check out materials until all overdue materials are returned or paid for. Use of all Library services may be restricted.

Approved April 13, 2021