

Overdue Policy

Ignacio Community Library

Overdue Guidelines for Library Materials

Books and audiobooks have a loan period of 21 days and become overdue if not returned or renewed by the due date.

Circulating art prints have a loan period of 30 days and become overdue if not returned by the due date.

DVDs have a loan period of 7 days and become overdue if not returned by the due date.

Laptop computers have a loan period of 4 hours on library premises and become overdue if not returned by the due time.

Magazines have a loan period of 21 days and become overdue if not by the due date. The current issue of a magazine does not circulate.

E-readers have a loan period of 21 days and become overdue if not returned by the due date.

Launchpads have a loan period of 7 days and become overdue if not returned by the due date.

Playaway kits have a loan period of 21 days and become overdue if not returned by the due date.

Inter-Library Loan items (ILL) have a loan period of 21 days and become overdue if not returned by the due date.

Fines

ICL does not charge fines on overdue items.

A patron with overdue items on their library card account is blocked from using the card until items are renewed or returned. This includes checking out items and use of library computers. Patrons with blocked cards will not be issued guest passes.

Notices

Staff will call regarding overdue items 2 weeks after the due date. Overdue notices will be mailed 30 days following the due date and again one week following the initial notice if material is still not returned. Failure to receive an overdue notice does not negate a patron's responsibility to return an item by the due date.

Renewals

Books and audiobooks may be renewed one time for a total of 42 days from the original due date and may be renewed online via the ICL catalog, in person, or by phone.



Circulating art prints, laptop computers, magazines, Launchpads, Playaway kits, and E-readers may not be renewed.

ILL items may not be renewed unless approved by library staff.

Interlibrary Loans

If a requested Interlibrary Loan item is not returned on time, the borrowing patron will be contacted to verify the status of the requested item.

Requested items are subject to an overdue notice 1 day after the due date.

If materials are not returned after 5 days, a second overdue notice will be mailed to the patron and the patron's library account will be suspended until the item is returned and the lending library's fines have been paid. Although ICL does not charge fines, the ILL lending library may. Those costs will be charged to the patron.

Penalties for Lost or Damaged Items

All circulating items are given a replacement cost during the cataloging process. If items are lost or damaged, the patron is asked to pay the replacement cost with an additional \$5.00 processing fee.

The Library grants patrons sixty days to locate lost materials. Penalties will not be forgiven for more than two claimed returned items that cannot be located in the Ignacio Community Library within the sixty days. If an item is not returned by the time it is 60 days overdue the item is assumed lost and the patron will be billed the cost of the item plus the processing fee. Patron accounts with a lost/damaged balance of \$40 or more may be subject to collection agency action.

Refunds

A patron may receive a credit of the lost item fee if he/she returns that item within one year from the item's original due date and the item has not already been replaced. Library staff reserves the right to refuse to credit an account based on the item's physical condition and/or obsolescence.