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  Hillsboro City Library

 **Public Notice Circulation Policies**

**Fine Policy**

**Scope of Policy:**

This policy covers overdue books or materials, damaged books or materials, lost books and any fines associated with them, as well as general fine policy.

**Overdue Materials**

Books that are late will be charged 20 cents a day. There is a 2 day grace period to return your items without incurring a fine.

**Damaged Materials**

The library patron is responsible for any damages to books or materials (including but not limited to torn pages, missing pages, liquid spills, smudges from food, drawing, or inappropriate markings) to books or materials. The library reserves the right to charge a patron for the full price to replace the book depending on the extent of damage.

**FYI:** Normal “Wear and Tear” is not applicable, including accidental small tears, pages falling out or books that are breaking away from the spine)

**Lost**

In the event you think a book may be lost, ask the staff to renew your materials and we will renew them for a period of one month to give you ample time to look for the book. After one month, the book will be marked as lost and the patron will have to pay for the full price of the book or purchase a replacement copy.

**Finding a Lost Book**

If you find and return the missing book we will not charge you for the lost book and will reduce the cost of any overdue fines. If you already paid your fine and find the book later, please DO still bring it back and we will reimburse you for the cost of the book.

**Fine Policy and Check-Out**

A patron will not be allowed to check-out materials if there is a fine on the account of $3.00 or more.

**Max Fine Allowable**

To avoid excessive fines, books will be marked as lost if they are overdue for more than a period of a month to avoid recurrent charges. You will then be responsible only for the overdue fee up until the point the book was marked lost AND the cost to replace the book. We will attempt to stop fines at $30, depending on the situation.

**Fine Notification**

When you come to the library to check-out materials, we will remind you of your fine. If you do not come in to pay your fine we will first contact you by a formal letter one to two weeks after you receive the fine. A second notice will be sent the end of the month and there will be a phone call.

**Concerns**

If you have concerns about this policy please contact Director Shelley Kolb by calling (217) 532-3055 or email hillsborocitylibrary@gmail.com.

**Policy Evaluation**

The library board will be responsible for evaluating this policy every five years.

**Date:** Written 12/11/2017, Proposed 12/19/2017, Board Approved