



# Policy Manual

## PUBLIC POLICIES

### Policy P2: Charges for Overdue Materials, Damaged, Destroyed, or Lost Materials and Consumable Supplies

1. Due dates and overdue charges are intended to encourage patrons to bring back materials within reasonable periods of time. Fines for overdue materials will be charged at the rates stated in a Schedule of Loans and Fines established by the Library Director. The current Schedule of Loans, Fines and Fees shall be available at all circulation desks and will be posted on the web site. The Library Director has the authority to change the Schedule of Loans, Fines and Fees.
2. A charge will be levied for any damage incurred to library materials.
3. In the case of destroyed or lost materials, the amount charged will be the original cost of the item or the standard amount for the type of article as stated in the Schedule of Loans, Fines and Fees.
4. Abuse of library materials, policies and procedures may result in revocation or suspension of a patron's borrowing privileges. Revocation or suspension of borrowing privileges may result from repeated late return of materials, damage to or loss of materials by result of neglect or deliberate misuse, nonpayment of overdue fines or loss charges, and/or deliberate disregard of library policies and regulations.
5. Overdue materials are considered lost and will be billed to the patron 28 days after the due date. Payments for lost materials are not refundable.

Approved: June 19, 2003; Amended: May 1, 2010; April 20, 2011

Signed:

Lawrence A. Kilgore  
President  
Novi Public Library Board of Trustees