

MILFORD MEMORIAL LIBRARY
POLICY ON OVERDUE LIBRARY MATERIALS
Board Approved 9/4/02
Reviewed 3/2/05, 2/6/08, 9/7/11
Revised 2/6/08, 9/7/11, Revised 4/2/14, 3/13/2019

As the library is a place designed to serve the public as a source of information, we ask that the following rules be observed in the interest of preserving equal access to library materials to all patrons.

Library Patrons must follow the rules of conduct listed below:

- Patrons must return library materials in a timely manner in order to allow others access to these materials.
- Patrons who have materials which are one week or more overdue will be contacted either by telephone, or through U.S. Mail and asked to return these materials.
- Once an item is two months overdue, this is considered theft of library materials. After materials are 10 days over, patrons will be contacted by phone or postcard reminding them to return their library materials. If the materials have not been returned and are 30 days overdue, letter will be sent which includes the replacement costs of the materials. Forty-five days after being overdue, patrons will receive another phone call telling them a bill will be sent listing the replacement cost of these items. Failure to respond at this point will result in loss of library privileges.
- The borrowing privileges of patrons who have overdue materials will be suspended until these materials are either returned or the replacement cost set by the librarian has been paid.

Households with multiple cardholders:

- The overdue policy of the library shall be enforced in such a way that all cards under the same address will have suspended borrowing privileges in the event that one of the cards under that address has items overdue more than 60 days. This is meant to address the problem of families with restricted privileges simply signing up for a new library card under a different person's name in order to continue borrowing without addressing the problem of the overdue items.

Through restricting the privileges of overdue borrowers, the Library hopes to promote responsible borrowing habits in its patrons, and maintain a collection of available materials for those who do not abuse this privilege. The reinstatement of borrowing privileges to delinquent borrowers will happen only when any and all overdue materials have been returned in satisfactory condition or their replacement cost has been paid.