

FINES AND RECOVERY OF OVERDUE MATERIALS

Library materials are purchased for use by all citizens of the City of Hoyt Lakes. The Hoyt Lakes Public Library establishes regulations for the loan of materials, including circulation periods, renewal processes, and fines for late return. The Library Board believes that the individual who chooses to keep materials past the due date, or who refuses to settle unpaid fines or fees, compromises to some extent his or her right to privacy.

The library will attempt to recover overdue materials and will notify patrons of unpaid fines and fees according to procedures established by the Library Board. Information regarding overdue and non-returned materials and past-due fines and fees may be disclosed by the Hoyt Lakes Public Library to third-party collection agencies when that agency has entered into an agreement with the Library Board to recover materials or to collect fees and fines. The library will also provide sufficient information to allow any individual other than the holder of the borrower's card to settle unpaid fines or fees on that card. However, authors, titles, or subjects of lost or overdue materials will not be disclosed without presentation of the borrower's card.

Approved by Library Board 3/19/13