

Portland Library Loan Policy

The mission of the Portland Library loan policy is to provide library users with materials, and to encourage them to return the materials that they borrow in a timely manner so they will be available for others.

OVERDUE ITEMS

Patrons are notified by mail of items which are overdue, according to an established schedule. If, after being notified, a patron still does not return overdue items, the library sends the patron a replacement bill for the unreturned items. If the patron does not pay the replacement cost and the items remain overdue, the library reserves the right to pursue appropriate legal action. The patron's borrowing privileges in the Library Connection consortium are suspended until the billed items are returned or until the patron pays the replacement cost for the items.

Overdue fines are established by the Library Board as a way to encourage the timely return of materials. Fines are not charged to punish patrons nor to generate revenue. Fines vary according to the type of material borrowed. Library users are informed of the schedule of fines when they register for a library card. The schedule is also posted on the library website. Fines are not charged for days that the library is closed outside of its publicized schedule (e.g.: "snow day")

Patrons who owe \$10.00 or more in overdue fines have their borrowing privileges suspended and are unable to borrow more materials until the fine owed is less than the established amount.

LOST OR DAMAGED MATERIALS

The care of library materials while on loan to a patron is the responsibility of the patron.

It is the responsibility of the patron to pay the replacement cost of any item that is lost while on loan to him/her. The patron has the option of purchasing a new copy of the item and bringing it in. This duplicate item must be unused and the replacement edition must be no older than the lost or damaged item.

If an item is no longer available for purchase, and therefore, no current price can be located, the patron will be charged a default price established for that type of material.

If any part of an item is missing a fee of \$5 will be charged to the patron. Missing items include but are not limited to an insert, a library barcode, or a media case, For a missing disc of a DVD set or CD Book, the borrower will be charged for the whole set if the individual disc cannot be purchased. If a single disc is available, the fee charged is in accord with the *Lost or Damaged Materials Replacement Price List*.

If an item on loan to a patron is damaged so badly that the library determines the item is no longer fit for loan, the patron will be charged the replacement cost of the item. If the

patron pays for a damaged item, s/he may keep the item after it is deleted from the database.

If an item is no longer available for purchase, the patron will be charged the out of print price established for that type of material. The patron has the option of purchasing a new copy of the item and bringing it in providing the criteria are met for replacement. The patron is not charged for items that have worn out.

At the discretion of the Library Director, fines and fees may be waived when warranted.

Approved by the Library Board, September 17, 1998

Revised December 20, 2001, June 16, 2005

Approved by the Library Board of Directors August 20, 2015