

## Elementary Library Overdue Book Policy

1. Overdue reports are made regularly.
  - Students may not check out a book if they have an overdue book.
  - Students with overdue books are reminded to return their books.
  - Kindergarten and 1st graders are given an overdue notice to take home to their parents.
  - Students habitually late returning their books may be asked to not take their books home until they demonstrate more responsibility at returning their books on time. Teachers are informed of this procedure.
  
2. Students with overdue books of **3 weeks or more** are considered **delinquent**. Special measures are taken to rectify delinquent patron accounts:
  - A current list of delinquent patron accounts are generated monthly.
  - Teachers are given a list of their students with delinquent library accounts at the beginning of each month. Teachers are encouraged to remind students and their parents to return overdue books.
  - Library staff calls student's homes to notify parents of delinquent accounts. A delinquent overdue notice is mailed to parents who were not able to be contacted by phone.
  - A delinquent overdue notice is also attached to student report cards. Report cards of students with delinquent library accounts are held until the book is returned.
  
3. A **fine** is assessed when an overdue book is determined to be **lost**:
  - Students are responsible for paying their fines. Fines should be paid in a timely manner.
  - Students may not check out a book if they have a fine.
  - Lost book fines will be the cost of replacing the book.
  - If a book is found within **6 months** of paying for it, the lost book fine will be refunded. No lost book fees will be refunded after 6 months.