



6500 Wenz Avenue
Hodgkins, IL 60525
(708) 579-1844
www.hodgkinslibrary.org

Overdue and Damaged Materials Policy

Policy No. 2H

Overdue fines on all materials are calculated only on days the Hodgkins Public Library District is open. Fines shall be charged according to the rate approved by the Library Board of Trustees. All fees and fines approved by the Board of Library Trustees shall be posted in a public area within the Library.

The cost for damaged materials shall be the cost to repair such damage, or the cost to replace the item shall be charged to the patron.

In accordance with the SWAN Circulation Policy patrons may not use their card until all fines and fees totaling over \$5.00 have been paid. Any person who owes more than \$5.00 is considered “Delinquent” and is not entitled to borrow materials while in a delinquent status; however, no other family member will have such privileges restricted because of the delinquent member of the family, unless his/her cards are also not in good standing.

It has been determined by the Board of Library Trustees that the use of a Collection Agency be utilized for the purpose of retrieving library materials. Adult s(individuals 14 years and older) with outstanding items valuing \$25.00 or more, will have their names sent electronically to the Agency by the RAILS Library System. A manual processing fee will be placed by the System on the library record of the individuals sent to the agency.

Patrons who do not rectify their library account after 6 months will be reported to credit agencies. Collection Agencies hired by the library system meet all standards set by the Fair Debt Collection Practices Act as outlined by the Federal Government.

Records of items not returned shall be kept for ten years.

Approved: 08/19/2013