

LIVERMORE PUBLIC LIBRARY
DELINQUENT MATERIALS POLICY

To encourage the return of borrowed materials to the Livermore Public Library in a timely manner, an overdue penalty will be assessed to those Library patrons who do not return library materials within the time limits established by the Library rules and regulations. The penalty will be assessed on each individual item borrowed and bears no relationship to the value or replacement cost of any item. The daily fine assessment is a penalty for causing items to be unavailable to other patrons of the Library and for failure to abide by the rules and regulations of the Library as agreed to when obtaining a borrower's card.

Education Code Section 19911 of the California Education Code states:

"Any person who willfully detains any book, newspaper, magazine, pamphlet, manuscript or other property belonging to any public or incorporated library, reading room, museum or other educational institution for 30 days after notice in writing to return the article or property, given after the expiration of the time for which the rules of the institution the article or property may be kept, is guilty of a misdemeanor.

The parent or guardian of a minor who willfully and maliciously commits any act within the scope of this section shall be liable for all damages so caused by the minor."

In instances when the assessment of fines has proved ineffective, the Livermore Public Library will institute additional measures to ensure the return of its materials. These measures will include the procedures as outlined in the following pages and may incorporate the utilization of a collection agency.

Approved November 16, 1989
Livermore Public Library Board of Trustees
Revised November, 1994
Revised May, 2002
Revised April, 2005, Effective June 2005
Revised August 2005
Revised March 2009
Revised February 2013

LIVERMORE PUBLIC LIBRARY

DELINQUENT MATERIALS PROCEDURE

Library materials will be assigned a due date according to the loan period schedule at the time of check-out. Patrons are expected to return all items to the Library on or before this due date with no assessment of fines or fees.

Library materials returned beyond the assigned due date will be charged a daily charge as outlined in the schedule of fines and fees. While notices are sent as a courtesy, patrons are responsible for the fines and fees assessed on items returned late, regardless of whether the notices were received. Fines accrue to a maximum amount as indicated in this schedule.

Patrons will be notified of overdue materials at the following intervals:

- 14 days: A first overdue notice is sent 2 weeks after the due date, noting materials not returned.
- 42 days: A replacement bill is sent 6 weeks after the due date for materials not returned. Patrons are expected to pay the replacement cost of the item.
- 56 days: Overdue records will be turned over to a materials recovery agency when an item is 8 weeks overdue. An additional \$10 fee associated with this service will be assessed per account when the account is cleared.

The Integrated Library System will keep all delinquent items and information on a patron's record until some resolution of the problem has occurred. For example: the overdue items are returned or paid for.

Any patron having overdue items or fines totaling \$ 5.01 or more will not be allowed to check out library materials.

Overdue materials are cleared after payment, return or correction. There will be no refunds of overdue fines or other fees.

All library materials including books, magazines, paperbacks, media, etc. are subject to fines and overdue notices. Library records will be maintained and actively pursued for a period of three years.

LIVERMORE PUBLIC LIBRARY

LOAN PERIODS

Loan Item	Loan Period
7-day Magazines, DVDs, Music CDs, Console Games	7 days (may be renewed twice for 7 days each time)
14-day Books, Library of Things items	14 days (may be renewed twice for 7 days each time)
All Other Materials	28 days (may be renewed twice for 14 days each time)

- Each account holder is limited to 99 items checked out at a given time.
- There is a limit of 10 DVDs and/or Library of Things items checked out at a given time.
- Items on hold for other patrons may not be renewed.

LIVERMORE PUBLIC LIBRARY
SCHEDULE OF FINES AND FEES

Overdue Fines

DVDs/Console Games/Technology Items	\$ 1.00 per day
All other Library Items	\$ 0.25 per day
Link + Materials	\$ 1.00 per day
Collection Agency Charge	\$10.00 per account referred

Fine Limit

All Library Materials:	\$ 5.00 maximum per item
Link+ Materials:	\$15.00 maximum per item

Replacement Fees

Adult/Teen Books	\$30.00 per item
Children's Books	\$20.00 per item
Magazines & Paperback Books	\$ 5.00 per item
Talking Books	\$50 per title
Music CDs	\$15.00 per disc
Educational Games	\$20.00 per item
DVDs	\$25.00 per title
Media Kits	\$25.00 per title
Educational Toys	\$30.00 per item
Console Games/Technology Items	\$50.00 per game
Link + Materials	Up to \$115.00 per item
Borrowers' cards	\$1.00 replacement card
All other library items	\$50.00 per item