

OVERDUE POLICY FOR MINOT PUBLIC LIBRARY

The Library customer assumes the responsibility to return Library materials borrowed (any item circulated from the library) on or before the date the materials are due. If the patron has not returned the material on time, he/she has violated a policy established by the Library Governing Board and is subject to any charges resulting from a violation of that policy. This rule applies whether notices are received or not.

On July 15, 2021 the Minot Public Library Board voted to discontinue the assessment of fines associated with overdue items for all patrons and for all items (except tools) in an effort to eliminate barriers which may prevent or discourage people from using valuable library resources and to align with the Library's mission, vision, and core values.

1. The Library has no responsibility to the patron to send an overdue notice. However, the Library will attempt to send notice when materials ~~has~~ have not been returned according to established Library Policy when it is possible. The patron is responsible for paying established charges resulting from a violation of the Library Policy.
 - a. The first overdue notice is sent when the material is at least 12 - 18 days overdue.
 - b. The second overdue notice is sent when the material is at least 19 - 39 days overdue.
 - c. Patrons with materials 38 – 58 or more days overdue will receive a call from MPL reminding them of the overdue items.
 - d. The Minot Public Library reserves the right to turn a delinquent account and all necessary information pertaining to that account over to a collection agency. In instances when this occurs, the patron will be charged a non-refundable \$5.00 service charge per item turned over to the collection agency.
2. The overdue service charge is \$0.10 per day per item with the following exceptions:
 - a. Large Tools (valued at \$100 or more) \$1.00 per day
3. Overdue charges accumulate to a maximum of \$5.00 per item, except for the following which accumulate to maximums as follows:
 - a. Large Tools \$10.00
4. When item or items become 30 days overdue a patron's account will be suspended so that they are unable to use library services until the item or items are returned/paid for.
5. With an accumulated charge of \$5 or more the patron cannot check out materials or use the internet until payment is made to bring the total fines below \$5.
6. Privileges are suspended when a patron has been sent to the collection agency until account is cleared.
7. If a patron comes in to pay for a long overdue lost book, he/she will be charged ~~the~~ any applicable service charge in addition to the cost of the material. The cost of material, ONLY, may be refunded if the material is found and returned in good condition within the current year or the last 3 years.
 - a. Items returned more than 3 years past the original due date cannot be accepted in lieu of payment as a replacement item would have already been purchased.
 - b. A patron can purchase a replacement copy of the item damaged or lost to replace it as long as it is the exact same copy as the item checked out (i.e.: the ISBN is the same) and within 3 years of the original due date.
 - i. For eReaders: a patron can purchase a replacement rather than pay the price indicated in Atrium, but it must be a NEW (not repurposed) item that is the same model or newer and it must be in the original packaging.
8. All charges for damaged and lost materials will be determined by the price of the item listed in the catalog.
 - a. If something is determined to be damaged, staff WILL STILL CHECK IT IN. After it's been checked in, the staff will leave the item on the shelf above the Special Services Library Associate's Desk, where there is a label stating: "Items returned damaged..." This staff member (no others) will determine if the damage requires replacing the item.