

CIRCULATION POLICIES

McComb Public Library is now a **FINE FREE** library. Fines on Children's books were eliminated in Oct. 2016. As of June 1, 2018 fines for all items have been eliminated. All existing library fines are forgiven except for charges for lost items.

A Patron's borrowing privileges will be suspended if items are overdue or lost or if their account has charges for lost items. (Revised 6/17/2019)

OVERDUE NOTICES

Overdue notices are generated only after Auto-renewal has been exhausted. Items will automatically renew for 4 times if item has no holds.

1ST OVERDUE NOTICE IS GENERATED 7 DAYS* AFTER DUE DATE (patron is usually called if possible for 1st overdue. If call doesn't go through overdue is mailed).

2ND OVERDUE NOTICE IS GENERATED 14 DAYS** AFTER DUE DATE (patron is mailed an overdue notice for 2nd overdue).

If patron has requested contact through emails, then overdues are automatically emailed.

Patron is billed 30 days after due date if amount of bill is \$9.99 or more. Materials are then labeled as lost. If amount is under \$9.99 materials are still labeled as lost and added to patron's account but no bill is generated. Cost of item(s) goes on patron's account as well as all fine charges connected to the item(s). Patron has 30 days from date of bill to return item(s) and pay for fine only. After 30 days, patron pays for replacement cost of item(s) whether item(s) are replaced or not. If patron has paid for item(s) before being billed, patron has 30 days to find item and expect a refund. Refund will be in the form of a check written by library's Fiscal Officer. After 30 days no refund will be given and patron may keep the item.

THE COST OF ALL ITEMS IS DETERMINED BY INFORMATION IN THE ITEM RECORD. LOST ITEMS ARE CHARGED AT FULL PRICE. IF THERE IS NO PRICE LISTED IN ITEM RECORD THE COST IS ALWAYS \$10.00 FOR ALL ITEMS (BOOKS, MOVIES, CDs). LOST OR DAMAGED CASES (DVD,CD) COST \$1.00. DAMAGED ITEMS ARE CHARGED AT THE DISCRETION OF THE CIRCULATION DEPT.