

USE OF LIBRARY MATERIALS

(updated and approved November 10, 2021)

A. Lost and damaged library materials will be billed to the borrower. If repeated notices are ignored, a five dollar handling fee will be added to the cost of the books.

B. The procedure of overdue library materials is as follows:

1. A telephone call is made.
2. A first overdue notice is sent or emailed.
3. A letter and bill are sent.
4. A registered letter and bill are sent at the Director's discretion.
5. If all of the above steps have been taken and ignored by the borrower, the Library Director may at that time request that police secure the overdue materials and all costs.

C. No Fines for overdue materials will be charged.

D. Library equipment shall remain in the library.

1. Any equipment may be used for offsite town group meetings if operated by the library staff or a person approved by the Library Director. Library equipment is not for personal or private use