

Kasson Public Library (KPL) Policy for lost/overdue Books, DVD's, Audio Books, and Audio CD's

The borrower of record is responsible for the safe and timely return of KPL material checked out. Notification of overdue or lost material is a service provided by the KPL. Notifications are by phone, email, and postal mail. Failure to receive a notice does not free the borrower of responsibilities.

Material checkout will be declared lost forty (40) days after due date. A cost of new replacement purchase will be charged for each item lost. A ten dollar (\$10) maximum fine will be charged for each overdue Book, DVD, Audio Book and Audio CD. The borrower will not be allowed to checkout materials until the overdue material is returned and maximum fine is paid, or new replacement cost is paid. The matter will be referred to the KPL Director, who will decide the amount of the lost material cost/fine. The KPL staff will inform the borrower of the Director's decision.

Overdue fees are as follows:

- \$0.25 per day for:
 - Adult Books
 - CD's
 - Audio Books
- \$0.10 per day for:
 - Children's books
 - Children's CD's
 - Children's Audio books
- \$2.00 per day for:
 - Movies
- \$2.00 charge to replace lost Library card with a new card