**Overdue Material Guideline Statement**

Because the Library collection is supported by the Town’s taxpayers, and because these materials should be available to all residents, it is most important that borrowed items be returned on time. The acceptance of an issued Library card is implied consent to this rule.

It is the policy of the Frost Free Library to give one reminder about overdue items. If not returned, a bill for the replacement cost of the item will be sent.

Any patron may use any part of the library collection in the library building during normal business hours. It is not the goal of the Trustees to withhold the use of Library materials, but to restrict the privilege of borrowing items to those patrons who have honored their responsibility by returning borrowed materials within the allowed time period in complete and usable condition. It is simple to renew materials and saves precious time for our small, very busy staff.

There will be no per diem charge for overdue material at this time. However, a conscience kitty is available for patrons to contribute what they feel they should when they have held material beyond the regular 14-day loan period.

All circulating material will be loaned for *14 days with two 14-day* extensions allowed unless there is a patron waiting for that particular title. Renewal may be made by bringing the material to the charge desk, phoning the library, or via the Librista app.

Patrons can come to the library, call, email or renew via the Librista app before it is overdue.

The library will make a reminder phone call (or a reasonable attempt to do so) to be followed by sending a form letter, containing a copy of the law, and a bill for unreturned materials. Borrowing privileges will be restricted when items are overdue with no renewable extensions available. A person attempting to check out books for another householder who has restricted privileges shall not be allowed to check out books. The whole household will be restricted at the Librarian’s discretion due to perceived abuse of the system. A last resort will be to contact the local police in an attempt to recover materials.

***Lost And Damaged Materials***

Lost items must be paid for in full. (not replaced with similar material by patron) If an item cannot be replaced, a charge will be made for comparable material. In the case of financial hardship, arrangements can be made to make payments in small amounts over a period of time not exceeding two months from the first payment in most circumstances.