

## LOST OR LONG OVERDUE LIBRARY MATERIALS

*Revised 11-07*

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1. **Shut-Ins, Nursing Homes, Educator Status, County Libraries, Staff:** The library considers items checked out to these patron categories lost when they have not been returned in a reasonable amount of time and the library has failed in efforts to recover them. Once declared “lost,” items will be billed for, as detailed under LIBRARY PATRONS below. No collection action will be taken on these patron accounts. Library borrowing privileges will be suspended, however, if accounts carry a \$10.00 or greater lost book charge.
2. **Interlibrary-Loan (Another library is the patron):** An item loaned to another library will be considered lost 42 days (approximately six weeks) after its due date. At that time the library will be billed the price of the item (or, if unavailable, the default price) plus a \$3.00 processing fee. Borrowing privileges will not be suspended unless the library is persistently delinquent. No collection action will be taken on this type of patron account.
3. **Interlibrary-Loan (MPL Patron borrows from another library):** An item borrowed from another library by a Marshalltown Public Library patron is considered lost in accordance with the policies of the lending library. The full charges for lost materials billed to Marshalltown Public Library will be passed through to the patron. Patrons who fail to pay for lost interlibrary loan materials or for fines resulting from interlibrary loans will be considered Delinquent Patrons and will lose their borrowing privileges. No collection action will be taken on this type of patron account.
4. **Adult, Juvenile, Student Patrons:** An item checked out to a library patron is considered lost approximately six weeks (42 days) after the date it was due. At that time, the patron will be billed the retail price of the lost item (or, if record of retail price is unavailable, the default price below) plus a \$3.00 processing fee. Patrons who have been referred to collection will be blocked from checking out additional materials until their entire account has been paid (account balance at \$0.00). Collection action will be taken on adult, juvenile, or student patrons who owe \$35.00 or more for lost materials. See COLLECTION POLICY below.

## **DEFAULT PRICE SCHEDULE**

BOOK	\$12.00
COMPACT DISC	\$15.00
VIDEO	\$20.00
CASSETTE (or CASS/BK)	\$15.00
REFERENCE WORK (per vol.)	\$25.00
GENEALOGY WORK (per vol.)	\$25.00
ART PRINT	\$40.00
PERIODICAL	\$ 3.00
PAMPHLET	\$ 1.00
PUPPET	\$10.00
KIT (storytime kit)	\$15.00
ILL sent to other library	\$15.00

### **IF A LOST ITEM IS SUBSEQUENTLY FOUND:**

If an item has been lost and is subsequently found and returned by the patron within 6 months of payment date, it may be reinstated if approved by the Librarian responsible for selection in that collection area. If a lost item is reinstated, the patron will be refunded the cost paid for the item; the service charge of \$3.00 is not refunded. Overdue fines do not accrue on an overdue item for the circulation period during which the item was lost.

### **COLLECTION POLICY:**

Adult, juvenile, or student patrons who owe \$35.00 or more for lost materials are subject to collection through the library's contract with Unique Management Services. Once an account has been referred to Unique Management, the patron will be assessed an additional \$10.00 collection service charge.

Collection proceeding may be halted at any time by the Circulation Manager if a patron is making a good faith effort to either pay for or return lost items.

**No collection action will be taken on overdue fines.**

**No collection action will be taken on Shut-in, Nursing Home, County Library, Interlibrary Loan, or Staff accounts.**