

Overdue Policy for the Hamburg Public Library

Patrons are responsible for returning library materials on time. Everything circulates for three (3) weeks except for DVDs and the passes for the Reading Public Museum and the Berks Historical Society which circulate for one (1) week.

Fines are 25 cents a day for adult/YA books and DVDs and 50 cents for the Museum/Historical Society passes, up to a maximum fine of \$ 5.00 for books and audio books and \$ 10.00 for DVDs, \$ 2.00 for Magazines. There are no fines on juvenile books, magazines, or junior Audio books.

Overdue Notices—For DVDs overdue notices are sent 3, 17, and 31 days after an item is due. A billing notice is sent after 31 days. For all other materials, notices are sent 7 and 17 days after an item is due. A billing notice is sent after 31 days. For the first notice, we try to contact the customer by phone; if that is not possible, we send the first notice by mail. Other notices are sent by mail.

The billing notice will be sent by certified mail to determine that the person has received the notices. If the value of the lost/retained materials is more than \$ 100, the police will be notified a week after the receipt of the certified letter has been received....or if no receipt is received in two weeks.

Passed by Board of Trustees at its meeting, August 13. 2019