



UMATILLA PUBLIC LIBRARY

700 6th Street
P.O. Box 820
Umatilla, OR 97882

Policy Number: 006
Policy Name: Fine Free Library Policy
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FINE FREE LIBRARY POLICY

1. LOAN PERIOD

MATERIALS	LOAN PERIOD	RENEWAL
Books	3 Weeks	2 Renewals, if no holds
Audiobooks/Music CD's	3 Weeks	2 Renewals, if no holds
Magazines	3 Weeks	2 Renewals, if no holds
DVD's	1 Week	2 Renewals, if no holds
Hot Spots	1 Week	No Renewals
Library of Things Kits	1 Week	No Renewals
Reference Items	Does not circulate	Does not circulate

2. NOTIFICATIONS

- a. Patrons will receive receipt at time of check out with due dates. When appropriate, labels with due dates will be placed on the materials.
- b. The library system will automatically issue notices to those with an email when materials are late. If an email is not provided, we will mail out notices.
- c. The notification schedule is as follow:
 - a. Courtesy reminder will be sent out two days before items are due
 - b. 1st late notice will be sent out one week after due date
 - c. 2nd late notice will be sent two weeks after due date
 - d. The last notice will be a replacement bill sent three weeks after due date

3. LOST MATERIALS

- a. After 21 days, materials will be marked as "lost". The system will autogenerate a replacement bill which will then be emailed or mailed to the patron. Patrons are responsible for these replacement costs.
- b. Returning materials that were moved to "lost" will clear these fees.

4. DAMAGED MATERIALS

- a. If materials are damaged and deemed unsuitable for the collection, the patron will be charged for the replacement.
- b. Examples of damaged materials unsuitable for the collection include:
 - a. Materials that were damaged by water or other liquids
 - b. Materials that were chewed by animals
 - c. Materials that have pages and pictures that were torn, cut, or ripped out.

5. RENEWING MATERIALS

To avoid replacement bills, patrons are encouraged to renew materials. This can be done by phone, email, online, or by using the SageCat app.

END OF POLICY

Adopted by the
Umatilla Public Library Advisory Council
05.24.2023