

Livermore Public Library Delinquent Materials Policy

I. Purpose

The purpose of this policy is to guide the public and staff on the handling of delinquent library materials. Patrons are expected to return all items to the Livermore Public Library (Library) on or before the due date established by the Library rules and regulations so that these materials can be made available to other patrons.

II. Policy

By obtaining a Livermore Public Library borrower's card, patrons agree to abide by the rules and regulations of the Library, which include returning materials on time. Library materials will be assigned a due date according to the loan period schedule at the time of check-out. While notices are sent as a courtesy, patrons are responsible for returning items on time, regardless of whether the notices were received.

To encourage the return of borrowed materials to the Library in a timely manner, a patron's borrowing privileges will be blocked once an item is one week overdue. In instances when blocking borrowing privileges proves ineffective, the Library will institute additional measures to ensure the return of its materials, as outlined in the Materials Recovery Procedures. These measures will include billing for the replacement cost of the item and may incorporate the utilization of a collection agency, which may incur additional fees.

The California Education Code, section 19911 states:

Any person who willfully detains any book, newspaper, magazine, pamphlet, manuscript, or other property belonging to any public or incorporated library, reading room, museum, or other educational institution, for 30 days after notice in writing to return the article or property, given after the expiration of the time for which by the rules of the institution the article or property may be kept, is guilty of a misdemeanor.

The parent or guardian of a minor who willfully and maliciously commits any act within the scope of this section shall be liable for all damages so caused by the minor.

The Integrated Library System will keep delinquent items and information on a patron's record until some resolution of the problem has occurred; for example, the overdue

items are returned or the replacement cost has been paid. There will be no refunds of replacement cost payments. Library records will be maintained and actively pursued in accordance with City of Livermore financial practices.

Approved by the Library Board of Trustees 6/27/19

**Livermore Public Library
Materials Recovery Procedures**

Late notices
<ul style="list-style-type: none"> • Courtesy notice – 2 days prior to due date • Overdue notice #1 – 1 week after due date • Overdue notice #2 – 2 weeks after due date • Overdue notice #3 – 3 weeks after due date
Consequences for Late Items and Non-returns
<ul style="list-style-type: none"> • Borrowing privileges suspended one week after due date • Replacement bill – 4 weeks after due date • Account referred to collections 8 weeks after due date for items totaling \$20 or more; \$10 referral charge added to account
Charges for Billed Items (as approved by City Council 6/10/19)
<ul style="list-style-type: none"> • Magazines and Paperback Books \$5.00 • Music CDs \$20.00 • Children's Books \$20.00 • Educational Games \$20.00 • DVDs \$30.00 • Media Kits \$30.00 • Adult/Teen Books \$30.00 • Educational Toys \$30.00 • Talking Books \$50.00 • Console Games/Technology Items \$50.00 • Higher Value Library Items \$100.00 - \$300.00
Borrowing Privileges Reinstated
<ul style="list-style-type: none"> • When item is returned • OR when patron brings in new copy of lost item • OR when bill and collection fee (if applicable) is paid

Updated 7/1/19