

Hedberg Public Library
A207 Referral to Materials Recovery Service
Board Policy
Last update - January 2008

The Hedberg Public Library, in order to protect the materials collections and to ensure that library users have access to all library materials, reserves the right to take action (small claims or a materials recovery service, etc.) against adult patrons who fail to pay for late fees or lost or damaged materials on their library accounts, or on library accounts of patrons ages 17 and under for whom they are legally responsible.

Referral for small claims action or materials recovery services begins after at least two notices have been issued, and after a patron has been notified by a billing notice that such action is being considered.

Patrons who do not respond to these notices may be referred to a materials recovery service. Accounts referred usually total \$50 or more, but smaller accounts may be referred. Upon referral to the materials recovery service, a \$10 service charge is added to the patron's record.

Patrons referred for items not returned are charged the list price of materials, all outstanding fines on other materials returned, and the \$10 materials recovery service charge.

Library borrowing privileges for patrons with referred accounts are suspended until the account is cleared.

NOTE: Regardless of the statute of limitations (6 years), an attempt may be made to collect outstanding fees or materials - at any time - though not through referral or court action. Borrowing privileges can be denied until the account is cleared.

For bankruptcy cases, upon receipt of notice from the U.S. Bankruptcy Court patrons can begin to check out materials. The U.S. Bankruptcy Court will either send a discharge or dismissal notice. All fines and fees are cleared from the patron's record upon receipt of a discharge notice and borrowing privileges are reinstated. If a dismissal notice is received all fines and fees will remain on a patron's record.