

Hedberg Public Library
A209 Theft or Loss of a Library Card and Library Materials
Board Policy
Last update - October 2006

Every patron who is issued a library card is directed to read and sign it. The statement on the card reads:

"I am responsible for all use of this card."

This includes payment of late charges for materials returned to the library after their due date and reimbursement for materials declared lost, damaged or stolen.

The patron must notify the library that his or her library card has been lost or stolen. Charges resulting from unauthorized use of a lost or stolen card *may* be limited to \$50.00 if the following conditions have been met:

1. The library is notified to cancel the card within one week of receipt of the second overdue notice. After this date, the patron is held accountable for all charges on their account.
2. Patrons whose cards have been stolen are required to file a police report and give the library a copy.

When a patron reports a lost or stolen library card, the status of the card is changed to "lost" with a special message entered into the patron record informing staff to contact the department head and/or to notify the police if unauthorized use is attempted.