

FORT SASKATCHEWAN PUBLIC LIBRARY

POLICY

SUBJECT: OVERDUE MATERIAL, LOST MATERIAL, AND DAMAGED MATERIAL

REFERENCE #: 96/04 DATE APPROVED: November 13, 1996

REVISED: Nov. 12, 1997

In order to keep material in circulation to as many patrons as possible, the library will impose fines on items that are not returned by the due date, according to Schedule A (attached).

Although it is the patrons responsibility to return items on or before the due date, library staff will attempt to contact the patron to inform them of the overdue items. This procedure is set out in Schedule B (attached).

When a patron has lost an item, they will be charged a replacement fee, and a penalty, if overdue, according to Schedule C (attached.)

If an item has been damaged such that it is no longer of use to the library, the patron will be charged a replacement cost and an administrative fee according to Schedule C (attached).

R. Mary Totman
Board Chair