

ADMINISTRATIVE REGULATIONS
Document Number
ARM 20-20-55

Tab: Patron Services

Section: Circulation Services

Subject: RETURN OF OVERDUE MATERIALS

SUMMARY

This document describes the Board's policy on dealing with patrons who have not returned overdue materials borrowed from the Library.

Effective Date: Reaffirmed
Reviewed

June 12, 2015
October 4, 2017

POLICY

a. It is the policy of this Board to seek to use the Library's present structure of fees, replacement charges, collection remedies and other remedial actions to reduce the number of overdue materials and to protect library assets. Harsher measures, including the option provided by K.S.A. 21-3701, may occasionally need to be applied, but only with great caution and after careful deliberation.

Procedure

b. Before prosecuting a case under K.S.A. 21-3701 the County Librarian must consult with the Library Board's attorney. The County Librarian must then obtain the approval of the Library Board before proceeding.

October 4, 2017

ARM 20-20-55

End