



### **EFPL Overdues Policy**

The staff at the Eager Free Public Library do not automatically renew a patron's overdue or soon to be overdue items. When a patron's checked-out items become overdue or are soon to be overdue, that patron must call the Library and ask staff to renew the items, renew the items online, or come into the Library and ask for the items to be renewed.

A patron receives an email, if that's the preference they've chosen, notifying them when an item is near its due date. Then, the following notifications will occur:

<b>Days After Due Date</b>	<b>Notification Type</b>
Fourteen (14)	Patron will receive an overdue notice by mail, telephone call (recorded), or email.
Twenty-Eight (28)	Patron will receive a second notice.
Forty-Two (42)	The lost item(s) is/are billed, and the patron receives a letter stating that the item is long overdue, assumed lost, and that the Library must be reimbursed for the cost of the item or the item returned. A replacement cost is added to the bill. This is for staff time in reordering, cataloging, and processing the replacement material.

Revised and adopted by the Eager Free Public Library Board of Trustees on June 27, 2023.