

GUIDELINES FOR OVERDUE LIBRARY MATERIALS

1. Overdue fines will not be charged. Such fines are illegal.
2. All borrowers are responsible for returning materials.
3. It is important to follow-up on overdue materials regularly before they become lost materials. Teachers and library staff can work cooperatively on this.
4. Establish a time limit for overdue materials to be classified as lost materials. Lost materials may be replaced or paid for depending on individual building policies and circumstances.
5. Overdues and losses should be handled on a regular basis throughout the school year by enlisting the help of the teachers to establish procedures which will encourage borrowers to return materials.