

OVERDUE POLICY

1. Overdue fines are not levied for any day that the library is closed.
2. All renewable materials not returned within one (1) day of the due date are considered Overdue. Fines are \$.15 per day for each item overdue. The date an item is returned is considered a late day.
4. Videos are considered overdue if not returned on the day due. Fine for overdue videos is \$1.00 per day.
5. Two (2) weeks after the due date, an overdue notice will be sent to the patron.
6. Four (4) weeks after the due date, a second overdue notice will be sent.
7. Six weeks after the due date, the patron will be sent a bill by certified mail. This bill will announce suspension of all library privileges unless materials, fines and a processing charge of \$15.00 or the total balance of this bill, which includes the list price of the materials due plus the processing charge of \$15.00 is returned to the library within fifteen (15) days from the date of the notice.

This bill will contain the following paragraph:

Failure to respond to the letter will result in your name and pertinent information being forwarded to the Raymond Police Department. They will be informed that you are in possession of property belonging to the Dudley-Tucker Library and have not responded to a request made for its return. Upon receipt of this information, they will assist the library in applying for a complaint against you in the Rockingham County Court pursuant to RSA 202-A:25 unless you resolve this issue within fifteen (15) days of receipt of this notice.

8. A notation will be made on the overdue notice list as to the date each notice was sent to the patron. A copy of the certified letter will be kept along with the signed receipt from the mailing of this bill.

Revised October 29, 1997, October 19, 2021.