

**LIVERMORE PUBLIC LIBRARY**  
**DELINQUENT MATERIALS POLICY**

To encourage the return of borrowed materials to the Livermore Public Library in a timely manner, an overdue penalty will be assessed to those Library patrons who do not return library materials within the time limits established by the Library rules and regulations. The penalty will be assessed on each individual item borrowed and bears no relationship to the value or replacement cost of any item. The daily fine assessment is a penalty for causing items to be unavailable to other patrons of the Library and for failure to abide by the rules and regulations of the Library as agreed to when obtaining a borrower's card.

Education Code Section 19911 of the California Education Code states:

"Any person who willfully detains any book, newspaper, magazine, pamphlet, manuscript or other property belonging to any public or incorporated library, reading room, museum or other educational institution for 30 days after notice in writing to return the article or property, given after the expiration of the time for which the rules of the institution the article or property may be kept, is guilty of a misdemeanor.

The parent or guardian of a minor who willfully and maliciously commits any act within the scope of this section shall be liable for all damages so caused by the minor."

In instances when the assessment of fines has proved ineffective, the Livermore Public Library will institute additional measures to ensure the return of its materials. These measures will include the procedures as outlined in the following pages and may incorporate the utilization of a collection agency.

Approved November 16, 1989  
Livermore Public Library Board of Trustees  
Revised November, 1994  
Revised May, 2002  
Revised April, 2005, Effective June 2005  
Revised August 2005  
Revised March 2009  
Revised February 2013

**LIVERMORE PUBLIC LIBRARY**  
**DELINQUENT MATERIALS PROCEDURE**

Library materials will be assigned a due date according to the loan period schedule at the time of check-out. Patrons are expected to return all items to the Library on or before this due date with no assessment of fines or fees.

Library materials returned beyond the assigned due date will be charged a daily charge as outlined in the schedule of fines and fees. While notices are sent as a courtesy, patrons are responsible for the fines and fees assessed on items returned late, regardless of whether the notices were received. Fines accrue to a maximum amount as indicated in this schedule.

Patrons will be notified of overdue materials at the following intervals:

- 14 days: A first overdue notice is sent 2 weeks after the due date, noting materials not returned.
- 42 days: A replacement bill is sent 6 weeks after the due date for materials not returned. Patrons are expected to pay the replacement cost of the item.
- 56 days: Overdue records will be turned over to a materials recovery agency when an item is 8 weeks overdue. An additional \$10 fee associated with this service will be assessed per account when the account is cleared.

The Integrated Library System will keep all delinquent items and information on a patron's record until some resolution of the problem has occurred. For example: the overdue items are returned or paid for.

Any patron having overdue items or fines totaling \$ 5.01 or more will not be allowed to check out library materials.

Overdue materials are cleared after payment, return or correction. There will be no refunds of overdue fines or other fees.

All library materials including books, magazines, paperbacks, media, etc. are subject to fines and overdue notices. Library records will be maintained and actively pursued for a period of three years.

## LIVERMORE PUBLIC LIBRARY

### LOAN PERIODS

All Library materials circulate for 28 days from the date checked out, except for the following items:

7-Day materials including books, videos, DVDs, compact discs, console games, realia, equipment, and magazines

Popular materials marked with a 7-day sticker circulate for seven (7) days from the date checked out. 7-day materials may be renewed for another 7 days if the item has no hold on it.

New, popular materials or materials in great demand will be made seven-day materials until such time as the demand for these items has lessened.

Materials should remain seven-day until demands have lessened or when removed from the new book shelves to the regular shelves.

#### Renewal

All library materials which circulate for 28 days may be renewed twice for 14 days if items have no holds on them. Materials which circulate for 7 days may be renewed twice for 7 days if items have no holds on them.

**LIVERMORE PUBLIC LIBRARY**  
**SCHEDULE OF FINES AND FEES**

Overdue Fines

All library materials except video tapes, DVD's, and console games are 25¢ per day per item.

Video tapes, DVD's, and console games:      \$ 1.00 per day per title  
Link + materials    \$ 1.00 per day per title

Fine Limit

All materials:    \$ 5.00 maximum per item

Replacement Fees

Adult books	\$30.00 per item
Children's books	\$20.00 per item
Magazines & paperback books	\$ 5.00 per item
Talking Books	\$50 per title
Compact discs	\$15.00 per disk
Video tapes, DVD's	\$25.00 per title
Console games	\$50.00 per game
Book Club Kits	\$50.00 per kit
Media Kits	\$25.00 per title
Link + Materials	\$115.00 per title
Borrowers cards	\$ 1.00 per card

No charge to place holds or borrow items through Link+ system.