

Dr. Grace O. Doane Alden Public Library Overdue, Lost and Damaged Materials Procedure –

Books, Magazines, Audio CDs, Books on CD, Video/DVD, Misc.

1st Month Overdue – Phone call or letter (if unable to reach by phone) to patron notifying them of overdue material.

2nd Month Overdue – Check of the account status and a search of the shelves to see if overdue material is located on the shelf. Overdue letter with Iowa Code (see below) is mailed out.

3rd Month Overdue - Check of the account status and a search of the shelves to see if overdue material is located on the shelf. Library materials are now subject to the replacement cost of the items. Invoice for cost of materials + \$10 is mailed with Iowa Code letter.

4th Month Overdue - Check of the account status and a search of the shelves to see if overdue material is located on the shelf. Account information for the patron is given to the Hardin County Sheriff's Office for collection.

Approved by Trustees

April 2022

Dr. Grace O. Doane Alden Public Library

P.O. Box 78, 1012 Water Street

Phone: (515)859-3820

Alden, IA 50006

www.alden.lib.ia.us

Date: April 18, 2022

Attention: TO THE PARENT OR GUARDIAN OF:

You have two (2) item(s) that are(is) overdue

Per Iowa Code 714.5 Library materials and equipment – unpurchased merchandise – evidence of intention.

The fact that a person fails to return library materials for two months or more after the date the person agreed to return the library materials ... is evidence of intent to deprive the owner, provided a reasonable attempt, including the mailing by restricted certified mail of notice that such material ... is overdue and criminal actions will be taken, has been made to reclaim materials.... In the case of lost library materials, arrangements may be made to make a monetary settlement. [C62, 66, 71, 73, 75, 77, §709.21; C79, 81 §714.5] 85Acts, ch 187 §2; 87 Acts ch 56, §1

You need to return your library books/materials to us immediately. The titles of the items that are overdue are on the attached page. **

- Fines for books are 5 cents per day. Fines for movies are \$1.00 per day.
- The important thing for the library is to get our materials back so that others can have access to them.
- The library director is willing to work with patrons regarding procedures to get your account in order.
- If you have any questions, please call the library at 515-859-3820.

Thank you!

****For your convenience there is an outside book drop to the right of the main entrance doors.**

Dr. Grace O. Doane Alden Public Library's Overdue, Lost and Damaged Materials Procedure – Books, Magazines, Audio CDs, Books on CD, Video/DVD

1. 1st Month Overdue – Phone call or letter (if unable to reach by phone) to patron notifying them of overdue material.
2. 2nd Month Overdue – Check of the account status and a search of the shelves to see if overdue material is located on the shelf. Overdue letter is mailed out.
3. 3rd Month Overdue - Check of the account status and a search of the shelves to see if overdue material is located on the shelf. Overdue letter with an Iowa Code (see attached) letter is mailed out.
4. 4th Month Overdue - Check of the account status and a search of the shelves to see if overdue material is located on the shelf. **Account info for the patron is given to the Hardin County Sheriff's office.**

The fact that a person has concealed library materials or equipment as defined in section 702.22 or unpurchased property of a store or other mercantile establishment, either on the premises or outside the premises, is material evidence of intent to deprive the owner, and the finding of library materials or equipment or unpurchased property concealed upon the person or among the belongings of the person, is material evidence of intent to deprive and, if the person conceals or causes to be concealed library materials or equipment or unpurchased property, upon the person or among the belongings of another, the finding of the concealed materials, equipment or property is also material evidence of intent to deprive on the part of the person concealing the library materials, equipment or goods.

The fact that a person fails to return library materials for two months or more after the date the person agreed to return the library materials, or fails to return library equipment for one month or more after the date the person agreed to return the library equipment, is evidence of intent to deprive the owner, provided a reasonable attempt, including the mailing by restricted certified mail of notice that such material or equipment is overdue and criminal actions will be taken, has been made to reclaim the materials or equipment. Notices stating the provisions of this section and of section 808.12 with regard to library materials or equipment shall be posted in clear public view in all public libraries, in all libraries of educational, historical or charitable institutions, organizations or societies, in all museums and in all repositories of public records.

After the expiration of three days following the due date, the owner of borrowed library equipment may request the assistance of a dispute resolution center, mediation center or appropriate law enforcement agency in recovering the equipment from the borrower.

The owner of library equipment may require deposits by borrowers and in the case of late returns the owner may impose graduated penalties of up to twenty-five percent of the value of the equipment, based upon the lateness of the return.

In the case of lost library materials or equipment, arrangements may be made to make a monetary settlement.

Section History: Early form

[C62, 66, 71, 73, 75, 77, § 709.21; C79, 81, § 714.5]

Section History: Recent form

85 Acts, ch 187, §2; 87 Acts, ch 56, §1