

**Hillsdale Community Library  
Overdue Materials Policy (Revised 4/92)**

Overdue materials are materials retained longer than the stated period of loan. These materials are subject to the penalties set forth in this policy.

**Overdue charges**

1. A charge of ten cents (.10) per day per item shall be made for all juvenile, young adult, adult, hardcover and paperback books, magazines and vertical file items.
2. A charge of ten cents (.10) per day shall be made for all interloan items.
3. A charge of one dollar (\$1.00) per day per item for video cassettes.
4. A maximum charge on all items shall not exceed the price of the item.
5. Library borrowing privileges will be suspended under the following conditions:
  - a. Overdue materials have not been returned.
  - b. Finds have not been paid even though materials have been returned.

**Notice of Overdue Materials**

1. When materials are not returned a notice is sent via letter or phone call.
2. 2<sup>nd</sup> notice one week after the 1<sup>st</sup> notice is sent via letter.
3. 3<sup>rd</sup> notice one week after 2<sup>nd</sup> notice is sent. This letter will serve as a final notice to return materials within 7 days or have the matter turned over to law enforcement officials for treatment as a misdemeanor per Michigan Compiled Law 750.364

**750.364 Larceny from libraries.**

Larceny from libraries—Any person who shall procure, or take in any way from any public library or the library of any literary, scientific, historical or library society or association, whether incorporated or unincorporated, any book, pamphlet, map, chart, painting, picture, photograph, periodical, newspaper, magazine, manuscript or exhibit or any part thereof, with intent to convert the same to his own use, or with intent to defraud the owner thereof, or who having procured or taken any such book, pamphlet, map, chart, painting, picture, photograph, periodical, newspaper, magazine, manuscript or exhibit or any part thereof, shall thereafter convert the same to his own use or fraudulently deprive the owner thereof, shall be guilty of a misdemeanor.

4. If materials have not been returned one week after the third notice is sent the patron will be informed via letter that the matter has been turned over to the appropriate authorities per MCL 750.364.