

## Overdue and Damaged Materials Policy

Overdue materials represent an inconvenience to library users engaged in serious research or pleasure reading. The goal of the Woodward Memorial Library is to insure the availability of library resources to all users. While we will not impose a fine on late materials owned by the Woodward Memorial Library, we will encourage patrons to bring items back on time or to renew them for more time. Other libraries in the system may still impose a fine on late materials for which the patron will be responsible.

Library patrons are responsible for the books and other materials they borrow from the library. Patrons will be charged for damage to the materials. If damage makes the book unusable, the patron will be charged retail cost of the book, plus a processing fee. Lost books are the responsibility of the borrower. In addition to the replacement cost, a fee for processing will be added.

Education Law—Section 265 is a part of this policy:

“Whoever willfully detains a book, newspaper, magazine, pamphlet, manuscript, or other property belonging to any public or incorporated library, reading-room, museum or other education institution, for thirty days after notice in writing to return same, given after the expiration of the time which by the rules of such institution, such article or other property may be kept, shall be punished by a fine of not less than one nor more than twenty-five dollars, or by imprisonment in jail not exceeding six months, and the said notice shall bear on its face a copy of this section.”

Reviewed 7/16

Revised 5/22