

RECOVERY OF MATERIALS

The Burt Public Library has established regulations to recover overdue materials. The following steps will be taken.

We will attempt to notify by telephone, email, or in person any patron with library materials that are one month overdue.

If the material is not returned after a reasonable amount of time or the patron has not been able to be contacted by phone, email, or in person a letter will be sent to the address provided by the patron informing them of the overdue item(s).

No new material will be checked out to any patron until their record is clear of overdue material.

It is the patron's responsibility to pay for or replace any lost material(s).

Revised and approved January 2016

Approved October 2012

Approved January 2009

Approved January 2005