



### **Fees for Damaged, Destroyed or Lost Materials**

- Due dates are intended to encourage guests to bring back materials within reasonable periods of time.
- The current *Borrowing Periods & Fees*\* information shall be available at all service desks and will be posted on the website. The Library Director has the authority to change the borrowing periods and fees information.
- Guests shall be responsible for any fees or other charges due in accordance with the Library's standard schedules. Failure to pay these fees may result in the suspension of borrowing privileges.
- A charge will be assessed for any damage incurred to library materials.
- In the case of destroyed or lost materials, the amount charged will be the original cost of the item or the standard amount for the type of article as stated in the *Borrowing Periods & Fees*\* information.
- Cancellation or suspension of borrowing privileges may result from abuse of library materials, policies and procedures; repeated late return of materials, damage to or loss of materials by result of neglect or deliberate misuse; or nonpayment of loss charges.
- Overdue materials are considered lost and will be billed to the guest twenty-one (21) days after the due date. Payments for lost materials are not refundable.
- All fees must be paid in full prior to library card renewal.

\**Borrowing Periods & Fees* information current circulation procedures and fees

Approved: June 19, 2003; Amended May 1, 2010; April 20, 2011; August 15, 2012; Amended June 25, 2021; Amended December 15, 2021; Amended April 28, 2022; Amended April 27, 2023.

A handwritten signature in black ink that reads 'Kathy Crawford'. The signature is written in a cursive, flowing style.

Kathy Crawford, President  
Novi Public Library Board of Trustees