

## **UNRESOLVED OVERDUE FINES AND OTHER CHARGES**

Effective October 1, 2004, patrons are expected to pay any fines accrued on overdue materials in a timely fashion. The Library employs the services of a collection agency to resolve issues of overdue materials and unpaid fines when they reach a certain level, or when staff attempts to resolve the matter have been unsuccessful.

All fines and charges are expected to be paid in full. Accounts not paid in full by the end of three months time will be submitted to a collection agency, and the patron's borrowing privileges suspended.

Approved: 9/13/04