

## Oakmont Carnegie Library Policy

SECTION III: Educational Programs and Services  
POLICY: Overdue Procedure

Series 3000  
Policy 3007

The following timetable will be observed in notifying patrons of overdue books:

1 week overdue: telephone call or post card sent

3 weeks overdue – telephone call or post card sent

5 weeks overdue – bill for replacement cost is sent

8 weeks overdue – a registered, return-receipt requested letter from the Librarian (including quotation of Section 426 of the Pennsylvania Library Code). The patron will be charged \$4.00, or the current fee, for the Registered Letter plus the amount of the fines, to a maximum of \$10.00 per item, when the material is returned.

If necessary, a patron may be charged with violation of the Pennsylvania Library Code before a District Magistrate.

Adopted: February 13, 2002  
Revised: October 17, 2002