**OVERDUE POLICY**

The Woodward Public Library has a policy not to charge for any items that are overdue. We will, however, assess the cost for any item that is not returned or lost.

When an item has been obtained from another library and not returned, the Woodward Public Library is charged for that item and the cost will be passed on to the person who has checked it out.

Patrons who have given the library their email address will be sent reminders the day the item that has been checked out is overdue.

When materials are overdue for two months, the library will send out friendly reminders, letting you know the cost of the items you have not returned.

In order to recover overdue and unreturned library materials, after two months and 2 weeks overdue a Certified Letter will be sent to the Patron.

Ten days after the Certified Letter has been sent, a Woodward Police Officer will visit the patron’s home to collect the materials, as according to Iowa Code section 714.5.

Patrons may renew items up to three times, after which no check outs will be made to that patron if the material is not returned.

Procedure for renewals and recovering Hotspots are outlined in the Hotspot Policy.

Approved February 5, 2018

Reviewed October 4, 2021

Revised and approved February 6, 2023