

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-20-55

SECTION: Circulation Services

SUBJECT: MATERIALS NOT RETURNED

SUMMARY

This document describes the Board's policy on dealing with patrons who have not returned materials borrowed from the Library.

Effective Date:

June 12, 2015

Reviewed:

October 4, 2017
October 27, 2021
November 9, 2023

POLICY

a. It is the policy of this Board to seek to use the Library's present structure of fees, replacement charges, collection remedies and other remedial actions to protect library assets. Harsher measures, including the option provided by K.S.A. 21-3701, may occasionally need to be applied, but only with great caution and after careful deliberation.

Procedure

b. Before prosecuting a case under K.S.A. 21-3701 the County Librarian must consult with the Library Board's attorney. The County Librarian must then obtain the approval of the Library Board before proceeding.

November 9, 2023

ARM 20-20-55 End