



NOTICE AND BILLING SCHEDULE 2024

The library automatically renews most borrowed library materials up to two renewals. The library’s Hot Books, New DVDs, and Library of Things Collection are not eligible for automatic renewal. Additionally, items with holds and items from some other GMILCS libraries will not automatically renew. Items that are not returned after reaching their renewal limits will be marked as Overdue.

Notices and Bills for Overdue Items will be sent according to the following schedule:

First Overdue Notice	7 Days Overdue
Second Overdue Notice	21 Days Overdue
Bill for replacement of Lost Items	40 Days Overdue
Returned items no longer accepted	60 Days Overdue

Charges will be waived for Lost Items returned within 60 days of being overdue in good condition. Lost Items returned after this time will be accepted at the discretion of the Head of Circulation. Library Accounts with Lost Item charges of \$40.00 or greater will be submitted to a debt collection agency after 60 days overdue. A collection fee of \$10.00 is added to any account submitted to collections.

Some GMILCS libraries charge additional processing fees on Lost Items. Patrons will still be responsible for these fees, even if the item is returned.