

WALES PUBLIC LIBRARY

77 Main St
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413-245-9098 Fax
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OVERDUE POLICY

The Wales Public Library encourages reading and library use in all forms; we will happily renew materials if we can. Renewals will not occur only if another person is waiting for the item you'd like to renew, interlibrary loan renewals will be done if the loaning library agrees to it.

For Library Materials that are overdue a phone call to remind the patron about the material at 2 weeks late

At 4 weeks late another phone call

At 5 weeks third and last phone call

At 6 weeks – a letter will be sent

At 8 weeks a certified letter will be mailed

After that if the item(s) are still not returned or payment for replacement isn't made The Wales Public Library may notify the Wales Police Department. The Police will then visit the residence to collect either the item or the replacement fee.

The next step would be taking the matter to court.