



# MEMORANDUM

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## Resolution 25-076, A Resolution of the City Council of Homer, Alaska Amending the Homer Public Library's Policy on Overdue Materials. Aderhold.

**Item Type:** Backup Memorandum  
**Prepared For:** Mayor Lord and City Council  
**Date:** August 20, 2025  
**From:** Dave Berry, Library Director  
**Through:** Melissa Jacobsen, City Manager

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The library's current policy on overdue materials contains the following language: **"Patrons who do not return overdue library materials after receiving two notices will have their accounts blocked until library material is returned or compensated for."** The current policy doesn't block a library card until items have been out for their entire circulation period and then for several weeks afterwards, since notices aren't generated immediately.

Staff recommend changing the policy to read **"Patrons are responsible for returning items by the specified due date. An account that has items in overdue status will be blocked automatically until those items are returned or paid for."** This can be implemented directly through the catalog software, so it requires no intervention by staff. It may also cut down on the number of overdue notices we mail out.

The Library Advisory Board endorsed this change at its regular meeting on August 19, 2025.

### **Recommendation:**

Update the policy to block library cards immediately when items become overdue.

### **Attachments:**

HPL Policies—Damaged, Lost or Overdue Materials (with relevant text highlighted in yellow)

## Damaged, Lost or Overdue Materials

### OVERDUE MATERIALS

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Patrons who do not return overdue library materials after receiving two notices will have their accounts blocked until library material is returned or compensated for. Patrons with large delinquencies may be referred to a collection agency and may be charged an additional administration fee, as well as all collection agency fees.

### LOST MATERIALS

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- A patron will be charged the cost of the lost item plus a processing fee.
- A patron should not purchase a replacement copy of a lost item; the library may choose not to accept a replacement item due to a variety of circumstances (e.g., the item has a reinforced binding, there is a newer edition, or more current information is available in a different item).
- After an item has spent 60 days in lost status, patrons will be charged replacement cost and a processing fee even if the item is returned.

### REFUND OF REPLACEMENT FEES

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The amount paid for a lost book that is later found and returned in good condition to the library can be refunded within 60 days of being marked lost.

### INCOMPLETE MATERIALS

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If an item is returned missing a part, it will not be checked in. If the patron does not return the missing part within 6 weeks, the patron will be charged a replacement fee as well as a processing fee.

### DAMAGED MATERIALS

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If an item is returned damaged due to negligence by the patron, the patron may be assessed a fee for the repair. If the item has been damaged beyond repair, the patron will be charged a replacement fee plus a processing fee.

## **MATERIALS LOST TO THEFT OR NATURAL CAUSES**

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- Charges for materials lost or destroyed by natural causes such as fire or flood may be waived at the discretion of library staff.
- The library may request documentation of the loss.
- The library will furnish a list of borrowed materials with costs for insurance purposes if asked to do so.