

**CITY OF HOMER
HOMER, ALASKA**

Aderhold

RESOLUTION 25-076

A RESOLUTION OF THE CITY COUNCIL OF HOMER, ALASKA,
AMENDING THE HOMER PUBLIC LIBRARY'S POLICY ON OVERDUE
MATERIALS.

WHEREAS, The Homer Public Library's current policy on overdue materials allows patrons to continue using their library accounts for several weeks after items on the account become overdue; and

WHEREAS, In the interest of ensuring that all patrons have access to library materials, staff recommends suspending library accounts immediately when items become overdue; and


WHEREAS, The Library Advisory Board discussed and endorsed this change at its regular meeting on August 19, 2025; and

WHEREAS, A memorandum explaining and summarizing the changes is attached, together with the specific language to be implemented.

NOW, THEREFORE, BE IT RESOLVED that the City Council of Homer, Alaska, hereby amends the Policy Manual for the Homer Public Library to reflect the changes recommended by the Library Advisory Board.

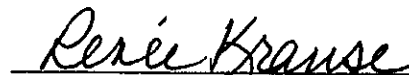
PASSED AND ADOPTED by the City Council of Homer, Alaska this 8th day of September, 2025.

CITY OF HOMER



RACHEL LORD, MAYOR

ATTEST:



RENEE KRAUSE, MMC, ADAC, CITY CLERK





MEMORANDUM

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

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

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

- 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

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

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

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

- 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.