



LIBRARY NOTICES¹

Library customers who have shared their email address with the Library will receive a pre-notice before an item is due.

The Library will make every attempt to have delivered email pre- and day due notices before an item is overdue, but the delivery of an email notice cannot be guaranteed due to the nature of email-based technology.

Subsequent email and/or printed notices, after a set period of time, will be sent advising the customer of items still out and overdue.

The Library will make every attempt to send, and have delivered, subsequent email and/or printed notices, advising the customer of items still out overdue. The delivery of an email notice cannot be guaranteed due to the nature of email-based technology and notices sent via United States Postal Service are affected by their rules and regulations.

If Library materials are still overdue after a final set period of time, the final notice will come from a collection agency, as the items will be considered unrecoverable from the customer. Charges included on the notice will include all unpaid fines and fees owed to the Library, plus any fees charged by the collection agency.

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¹ Information about current fees related to Library Notices may be found at the Circulation Desks at the Library and on the Library's website.