



OVERDUE, LOST AND DAMAGED LIBRARY MATERIALS

Strategic Outcome:	Good government	
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Responsible Officer:	Director Corporate Services	
Document Control:	New policy	
Delivery Program Link:	<i>3.2.1.1 Coordinate and deliver local library services in accordance with Library Services Strategic Plan 2014 - 2018</i>	

1. POLICY STATEMENT

Berrigan Shire Library Service (BSLS) supports the Australian Library and Information Alliance (ALIA) Australian Public Library Alliance's position paper statement regarding the imposition of fines for overdue items in Australian public libraries.

Library fines undermine one of the core principles of public libraries – the provision of free and universal access to information. For the consistent application of lending and circulation services to ensure that the library service operates efficiently and effectively for the benefit of the whole community it is important to ensure equity and maintain capacity to recover costs for lost and damaged items within a structured process.

This policy seeks to implement a 'support to comply' process that uses restrictions on membership as a lever to return items rather than overdue fines.

2. PURPOSE

The purpose of this policy is to ensure BSLS has in place a fair and equitable process of managing assets of overdue, damaged and lost items without imposing fines for overdue items.

3. SCOPE

This policy covers all BSLS library materials borrowed by BSLS members

4. DEFINITIONS

Library materials for the purpose of this policy, library materials are resources owned by Council and managed by the Library Service. Library assets loaned to the community consist of Books, Audio books, Magazines, Large Print books and DVDs.



Member any user who has fulfilled the requirements for membership of the Library and has a current membership card

5. POLICY IMPLEMENTATION

5.1 Overdue items

The standard loan term for all library materials is 14 days. All members will be provided with a three-day “grace” period over and above this loan term to return the borrowed material. Borrowed materials not returned after this date will be deemed overdue.

Once a borrowed item becomes overdue, BSLS will send frequent reminders via SMS, email and/or mail until the item is either returned to BSLS or is reported or deemed lost.

Items more than 60 days overdue will be deemed lost by BSLS

5.2 Lost or damaged items

At the discretion of the Library Manager, BSLS may seek recovery for the cost of replacement or repair of library materials lost or damaged by a member.

Where an item is returned damaged, BSLS will retain the damaged item for 60 days to allow the member to inspect the item and verify the damage.

Recovery of costs for lost and damaged items will be via the Council’s standard debtors system with collection of outstanding debt to be undertaken as per the Council’s Debt Management Policy

5.3 Restrictions on service

BSLS will restrict access to library services to members with overdue items and/or outstanding debts relating to lost or damaged items.

5.3.1 Restrictions - 28 days overdue

Initially, members with an item overdue for more than 28 days will have the following restrictions imposed:

1. all current loans cancelled, and items must be returned immediately
2. no future loans will be permitted until the overdue item is returned
3. no reservations may be made and no inter-library loans processed.

5.3.2 Restrictions - 60 days overdue



Once an item is overdue for more than 60 days, the member will have the following restrictions imposed until all items are returned and/or lost or damaged items are paid for

1. Membership will be suspended
2. Access to public access computers and Wi-Fi will be refused

In addition, overdue items will be deemed lost.

6. RELATED LEGISLATION, POLICIES AND STRATEGIES

- [Local Government Act 1993](#)
- *Library Act 1939*
- [ALIA Australian Public Library Alliance \(APLA\) statement on fines for overdue items in Australian public libraries](#)
- Berrigan Shire Council - Berrigan Shire Library Service Strategic Plan
- Berrigan Shire Council - User Fees and Charges Policy
- Berrigan Shire Council - Debt Management and Hardship Policy
- Berrigan Shire Council - Library Service : Patron Code of Conduct Policy
- Berrigan Shire Council - Library Service: Public Internet Usage Policy
- Berrigan Shire Council - Library Service: Collection Development Policy