

**LINCOLN CITY LIBRARIES
LINCOLN, NEBRASKA**

POLICY TITLE: NOTICES

As a courtesy Lincoln City Libraries attempts to pre-notify customers regarding the due date of materials.

If materials go to an overdue status, as a courtesy Lincoln City Libraries attempts to notify customers at 2 days, 7 days, and 14 days of overdue status.

Lincoln City Libraries also attempts to notify customers relating to library accounts, including bills, holds, and card expiration notices.

Records of individuals who have \$50.00 or more in charges (actual or default cost of lost items, including fees) on their borrowing records may be turned over for collection action.

Reviewed by Law Department: July, 2022
Revised by Library Board: July 17, 2022
Reviewed by Library Board: July 17, 2022
Adopted by Library Board: December 20, 2016