Checking Out to Minors that owe more than $10 in fines

Parents or guardians are not notified when their children owe more than $10 in **fines** as opposed to children who have lost material because if they are being **billed** then notices have been sent. So if a child tries to checkout without the guardian, owes more than $10 in fines, is trying to get a new card with their class the following exceptions are permissible:

Fines over $10 (fines over $10 don't include lost items and referral fees. You can't override to check out if there are collection fees):

* Check out up to 2 items at the Circulation desk rather than the Self-Check unit.
* Fill out the Delinquent Minor form letter and give to child informing their guardian that they owe fines.
* Annotate the minor’s account with the following statement:
	+ mm/dd/yyyy child was allowed two checkouts , and form letter was given to inform guardian of fines (Staff first initial and last name)

Duplicate Account:

* Issue a free replacement card
* If the existing account owes more than $10 in fines:
	+ fill out the same form letter to send home with the student when they come for the school visit
	+ Include a note that says: mm/dd/yyyy Child was given a replacement card and a fine letter because they already had account, but requested another through their class. (Staff first initial and last name)

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Pueblo, CO 81004-4232

(719) 562-5600

(719) 562-5610 Fax

www.pueblolibrary.org

Robert Hoag Rawlings Library

Barkman Library

Lamb Library

Pueblo West Library

Library @ the Y

 Date:

To Parent or Guardian of:

As your son/daughter was checking out material today, his/her record showed fines totaling $\_\_\_\_\_\_\_\_\_\_\_. Normally, whenever a patron’s account reaches $10.00, checkout privileges are suspended. However, we waived this restriction for one time only and allowed your son/daughter to check out. We encourage you to take this opportunity to contact us at (719)562-5600 or stop by one of our locations to clear your child’s account. We look forward to assisting you in any way possible.

Sincerely,

Staff Name

Staff Email