

ACCOUNTS RECEIVABLE POLICY

- Patron Accounts will be sent to Accounts Receivable and Collections for past due fines/bills which are \$15 and greater.
- Patrons who owe library fines and /or bills will be sent to A/R at the end of each semester.
- Summer Program patrons who owe library fines will be sent to A/R at the end of each summer.

LOST BOOK POLICY

- Lost or billed items that are returned to the library within 6 months of the bill being sent to AR will be credited to the account.
- Negotiation to replace a lost item rather than pay the \$100 charge must be done before the end of the “30 days.” After the bill has been sent to AR the item cannot be replaced.
- Policy for Prospector Items sent to AR-
 - ✚ Borrowers of Prospector “long overdue” items who have been sent to AR will incur a \$5 per item processing charge in addition to Reed Library’s regular replacement charge or overdue fine, due to the extra processing and handling involved in returning these items to their owning libraries. This charge will be deposited into the Prospector account: 15101 5286.
 - ✚ \$100 will be charged for lost Prospector items. Replacements may be accepted in special circumstances.