

## **Rusk County Community Library -- Board Policies**

### **RECOVERY OF MONEY DUE**

RCCL will use a collection agency, in compliance with Wisconsin's Act 169, to ensure the return of materials checked out by patrons, or to receive payment for materials not returned. RCCL will charge patrons the recovery fee(s) paid for this process. We will charge all patrons who check out materials owned by RCCL, regardless of the patron's home library, and regardless of other libraries using a collection agency to charge for unreturned materials. The collection agency engaged in this task will be deemed an agent of the library and will be required to maintain confidentiality regarding the identity of any individual who borrows or uses the library's documents or other materials, resources or services. Any minor whose information is released to the collection agency will have the parent's/legal guardian's name included for the collection of monies due. There will be recovery fee added to the account when the agency is engaged so as to recover the cost of this process. The patron is responsible for paying this fee, as well as any monies owed to the library for materials/fines. Updated 6-15-2016