



**Warminster Township Free Library
Circulation Services
Material Recovery**

At 60 days overdue a final shelf check is conducted and if not found a reminder letter is sent to the patron's address of record to return overdue material(s).

After 3-4 weeks of no response a second letter is sent informing patron that if item(s) are not returned in two weeks a certified letter will be sent and the additional charge posted to their account.

Final (third) letter is sent regular and certified mail informing patron that they have 30 days to clear account before the library will proceed with filing a criminal complaint with the District Justice.

After all the above measures are taken the patron is cited with court action per Pennsylvania Criminal Code P.L. No. 334, Section 6708A. This action, once taken, cannot be reversed.

Adopted by the Board of Directors November 14, 2017
Revised May 2022
Revised June 2022