

IMPORTANT NOTICE
FROM THE LONG BEACH PUBLIC LIBRARY

EFFECTIVE: MAY 14, 2025

SUBJECT: Changes to the overdue policy.

- Due to the rising costs of postage, the library will **no longer** mail **FINAL OVERDUE NOTICES** via the **United States Postal Service (USPS)**.
- The Long Beach Public Library **will** continue to mail **BILLING NOTICES** via the United States Postal Service (USPS).
- A **\$2.00** postage **fee will be added** to all **BILLING NOTICES** sent via the USPS.
- Please remember, adult cosigners are responsible for any overdue items and fees on juvenile accounts. **BILLING NOTICE** postage fees incurred by juvenile patrons will be added to their *cosigner's account*.
- Please note: The library has **three (3) drop boxes** onsite. Items may be returned:
 - **ANYTIME** using the **outside wall access** at the south entrance facing 3rd Street.
 - **ANYTIME** using the **drive-up drop box** facing 3rd Street.
 - **Inside** at the **front desk** during regular library hours.
- Regular library hours are:
 - **Monday – Friday 9:00 a.m. – 5:00 p.m. & Saturday 9:00 a.m. – 1:00 p.m.**

New Overdue Notice Policy:			
Items 7 days overdue	1 st overdue notice	Sent via preferred contact method on file.	
Items 14 days overdue	2 nd overdue notice	Sent via preferred contact method on file.	
Items 30 days overdue	3 rd & final overdue notice	Sent via e-mail or phone call if no e-mail on file.	
Items 50 days overdue	Billing Notice	Sent via USPS, \$2.00 added to total	

Other information:

- The library **DOES NOT charge late fees**. The library **CHARGES fees** for **lost or damaged materials**.
- Books can be renewed **two (2) times** & DVDs can be renewed **one (1) time** after original checkout, **UNLESS** there is a hold on the item. The library system automatically renews items **one time (1)**.
- Patrons can access their accounts via the library webpage and may call the library at 228-863-0711 for any questions or requests.
- **Interlibrary loan items** are borrowed from outside libraries and **CANNOT be renewed**.
- Lost or damaged items can be paid for with **cash, check or money order**. Lost or damaged items can be replaced **only** with an **EXACT** copy.
- All connected accounts (via cosigner) must be in good standing for adult cosigners or juveniles to check out or use computers.
- Adult cosigners are responsible for any overdue items and fees on juvenile accounts, even **after** the juvenile turns eighteen (18). Once a juvenile has turned eighteen (18), any overdue items and/or fees incurred as a juvenile will remain on the adult cosigner's account.
- Due to privacy laws, juveniles are disconnected from adult cosigner accounts when they turn eighteen (18).
- When a juvenile turns eighteen (18), they need to bring in a picture ID, proof of residency, and update the contact information on their account before they can check out or use the computers. This is to establish their account as an adult library user.
- Replacement library cards are \$2.00.