



MENDON PUBLIC LIBRARY BOOK RETURN POLICY - BOOK DROP

- Consistent with its mission of providing the maximum use and convenience to patrons of library materials, a book drop service has been established to allow the return of books and other authorized materials.
- The patron is, nonetheless, responsible for any library material which is placed in the book drop but not received by the library or which is received by the library staff from the book drop in damaged condition.
- Pursuant to the Mendon Public Library Circulation Policy, lost or damaged items will result in the patron being charged with the replacement costs of the item lost or damaged and a \$5.00 processing fee.
- Library materials left at the Hamlet of Mendon book drop will be picked up by staff two times a week during the regular work week, as staffing allows. The Library will not provide pick-up of materials on the weekends or holidays.
- Patrons dropping off materials at the book drop will be credited with return of the materials on the date the library actually retrieves the materials from the book drop and if the materials are returned late, will be charged accordingly.
- Patrons are also advised that only materials belonging to the Mendon Library or other member libraries of the Monroe County Library System will be accepted at the library or any book drop operated by the library.
- Materials left near or outside the drop box are not deemed received by the library.