

**Bad Debt**

The Poughkeepsie Public Library District has a schedule of fines and fees related to patron use of materials. The schedule is implemented when patrons fail to return items on time, return items damaged, or fail to return them altogether.

The Library District refers patrons whose fines and fees exceed \$25 to a third-party collection agency; however, not all patrons respond to these efforts.

Patron debt accumulates for seven years after which time it is written off.

The Library District shall write-off bad debt for items owned by the Library District and borrowed by Library District patrons that has aged for seven (7) full years and has been determined to be uncollectible.