



Returned Check Policy

The Geneva Public Library maintains a Returned Check Policy to define the fee for a returned check.

The Library will accept personal checks for fines and fee payments; however, if a check is returned for non-sufficient funds, the library will assess a processing fee of \$50 on the customer's library account.

The Library will contact the owner of the returned check, via a certified letter to the name and address noted on the check, regarding the return and the processing fee. Attempts to contact the owner will also be made via phone or email if said contact information was provided in paperwork associated with the check. Such attempts will not supersede the process of mailing a certified letter.

Payment must be made in full with cash or money order before the customer can resume borrowing privileges. Past due accounts may be referred to a collections and/or credit reporting company.

The Library reserves the right to refuse personal checks of any customer who previously has had checks returned.

Approved by the Board of Trustees: September 25, 2019