

<b>Guernsey Memorial Library</b>	Section #	
Manual Name Library Policy Manual	Date Issued: 5/12/15	Subsection
Section Returned Check Policy	Date Revised:	Page
<p data-bbox="207 600 581 642"><b>Returned Check Policy</b></p> <p data-bbox="207 722 1406 1157">All returned checks are processed by the bank twice before deemed insufficient. Returned checks will be assessed a returned check charge equal to the amount incurred by the library from its financial institution. Once a check is returned by the financial institution, the patron will be notified in writing by the Treasurer and given 15 days to reimburse the library for the amount of the original check along with any additional charges. If the Treasurer does not receive reimbursement from the patron within the allotted time period, the library will add the amount of the original fine along with any additional bank fees back on the patron's account. Returned checks must be paid by cash, money order, or cashier's check.</p>		
Revision Approved by Board: 5/12/15		