The Administrative Assistant will send a Worthless Check Program letter to the individual or organization that wrote the Worthless Check to the Library via Certified Mail.

An Alert message shall be placed in the patrons record (if there is a patron record) stating that a worthless check has been received and that we can only accept cash in payment. This Alert message is only actionable for 15 days. After that the Alert message shall be changed.

The new Alert should state that any further actions to pay for this worthless check can only be handled by the Worthless Check Program Coordinator with the Office of the District Attorney of Rockingham County.

We can no longer receive funds for this action since it is now a legal matter. Any new fines or fees or other funds received for other purposes should be on a cash basis only.

See the attached letter: