

COTOP: Collection of Outstanding Debts - State Chancellor's Office Tax Offset Program

The library makes every effort to contact individuals with delinquent materials. The following procedure is followed:

- Three notices, (including a bill), are sent to borrowers who have not returned materials. The notices are sent to the most current address available on the library's records.
- If materials are still not returned after a year, the borrower's name is sent to the State Chancellor's Office in order to garnish funds from the borrower's state income tax return.
- After a student's name is sent to the State Chancellor's Office, the library is unable to waive any charges.
- In matters of dispute, the individual is referred to the District Office.

For further information regarding COTOP, please contact the Circulation Senior Technician, or the Library Coordinator.

More information is available at the COTOP website:

[COTOP website](#)