

## **CIR-5**

### **FINES AND FEES**

#### **POLICY STATEMENT**

Library customers are responsible for returning borrowed materials in good condition on or before the due date. Items not returned within the defined loan period accrue overdue fines, charged to the customer's account. (See CIR-2 LOAN PERIODS AND CHECKOUT LIMITS) Items may be returned in person or in the library book drops.

#### **DEFINITIONS:**

A **fine** is the amount charged to a customer's account for item(s) returned after the due date.

A **fee** may be charged for damaged items or lost items. Fees are also charged for services such as printing from computers, photocopiers, and microfilm reader/printers.

**Kits** include packaged sets of materials that the library circulates, including story kits, and discovery packs.

#### **REGULATIONS:**

##### **Overdue fines and fees**

Fines are 10 cents per day for books, audio materials, and magazines. Fines for Sizzlers, blu-rays, dvds, tablets, and kits are \$ 1.00 per day.

All items have a one day grace period before overdue fines accrue. Fines are not charged for days the library is closed (i.e. holidays, weather, etc.).

The maximum overdue fee for books, audio materials, and magazines is \$3.00 per item. Sizzlers, blu-rays, dvds, tablets, and kits have a maximum overdue fee of \$5.00 per item.

A \$5.00 processing fee is charged for lost items and damaged items. (See CIR-4 LOST AND DAMAGED ITEMS)

Accounts with over \$25 in lost items and associated fees are sent to a collection agency. An additional \$15 fee is charged to accounts that are sent to the collection agency.

##### **Lost Card Fees**

There is a \$1.00 replacement fee for the replacement of lost or stolen cards or cards damaged through negligence.

##### **Lost Item Fines and Fees**

(See POLICY CIR-4 LOST AND DAMAGED MATERIALS)

## **Damaged Item Fines and Fees**

(See POLICY CIR-4 LOST AND DAMAGED MATERIALS)

## **Photocopy Fees**

The library has self-service photocopy machines. Photocopies are 10 cents per page.

## **Computer Printing Fees**

Customers with a library card are allocated 25 cents in free copies per day. Pages are 10 cents each for black and white copies and 25 cents for color.

## **Miscellaneous Fees**

USB drives may be purchased at the circulation desk for \$8.00.

Fees for replacing lost casings of media and kits vary from item to item.

## **Waiver of Fines and Fees**

Circulation staff has the discretion to waive fines and fees up to \$5.00. Fines and fees over \$5.00 may be waived at the discretion of the Circulation Manager or Assistant Circulation Supervisor. The decision to waive fines and fees is influenced by, but not limited to, patron history.

## **Bankruptcy**

If a customer declares bankruptcy and the library is named in the bankruptcy, the library ceases all efforts to collect the debt owed to the library. When a customer is in the process of bankruptcy, the customer may not check out any items.

## **Refunds**

Refunds are paid via check from the library. Checks are mailed within 1 month of the refund request.