

# **FINES AND FEES POLICY**

## **(INCLUDES: LOST AND DAMAGED ITEMS)**

CIR-3

Approved: 04/08/2015

### **Policy Statement**

Library cardholders and visitors may be charged fines and fees for library services. This includes overdue fines, charges for lost and damaged items, replacement library cards, and printing and copy services.

### **Definition**

Fine: amount charged to an individual cardholder or family group's account for item(s) returned after the loan period. Payment of fines does not entitle a patron to keep library materials.

Fee: amount which may be charged for damaged or lost items, and replacement library cards. Fees are also charged for services such as photocopying and printing from computers and microfilm reader/printer.

### **Guidelines**

All fines and fees are collected at the Service Desk. Questions or concerns about fines and fees are referred to the Director who will make decisions regarding contested fines/fees on patron accounts.

### **Regulations**

#### **Overdues**

Items returned after their due date are subject to overdue fines which are charged to the cardholder's account. These materials will be assessed a fine of \$.10 per day for books and audiobooks, and \$1.00 per day for DVDs, cake pans, magazines, and special checkout items. A maximum of \$5.00 will be assessed per item.

Overdue fines do not accrue during the grace period for an item. However, once the grace period has lapsed, the accrual of charges reverts to the first day the item was overdue.

#### **Lost Items**

Items are considered lost when they are more than 30 days overdue. At this time, the replacement cost is added to the patron account, along with any additional overdue fines. A patron may also self-report the item as lost.

If a patron chooses to pay for the lost item, overdue fines will be waived. If the item is returned in good condition, the replacement cost will be waived but overdue fines will remain.

### Damaged Items

Damaged items may include anything which is returned to the library in lesser condition than which it left the library. This may include, but is not limited to, water damage, torn pages or covers, torn or missing labels, or writing/coloring on pages.

The amount charged for a damaged item will depend on the extent of damage and what must be done to repair the item. If the damage is beyond repair, the charge will be that of the replacement cost of the item. This cost will be determined and assessed by the Director.

### Waiver of Fines and Fees

Only the Director has the discretion to waive fines and fees from patron accounts. The decision to waive any charges may be influenced by, but not limited to, patron history, or exceptional circumstances.

### Refunds

Refunds may be issued when a lost item has been paid for by a patron but later found and returned to the library in good condition. Refunds may only be issued by the Director and are paid in cash directly to the patron or by check from the Library via the City of Minden. Checks are mailed within 1 month of the refund request.

### Replacement Cards

An equivalent replacement fee will be charged for a lost or stolen library card or card damaged due to cardholder negligence.

### Printing

Users may print from public computers to the printer at the staff desk. Prints may also be made from the microfilm reader/printer in the Heritage Room. Prints are \$.20 per page (including tax) for black and white, and \$1.00 per page (including tax) for color. Price is subject to change relative to library costs.

### Photocopies

A public photocopy machine is available for use. Copies are \$.20 per page (including tax) for black and white, and \$1.00 per page (including tax) for color. Price is subject to change relative to library costs.