

Subject: Item Fines, Fees, and Lost Items

Section: Service

Amended: May 7, 2018

FINES & FEES

Fines for overdue and damaged materials will be levied. Borrowing privileges will be suspended or withdrawn for non-payment of fines, continuing inappropriate conduct in the library, damage to library property, or interference with staff in their conduct of library activities.

Borrowing privileges will be withheld until fines or fees are paid. Adult fines must be under \$5.00 and minor fees under \$1.00. Everyone in a household is ineligible to borrow if a member has outstanding fines above those limits.

- Library Card Replacement: \$2.00
- Overdue Material / Late Fees:
 - Books: \$0.05 per day
 - DVD's: \$1.00 per day
 - Audiobooks: \$0.05 per day
- Lost Items: The cost of the item plus a \$3.00 processing fee
- Damaged Books:
 - Writing in book: \$0.50 per page
 - Torn Pages (still in book): \$0.50 per page IF the page can be repaired
 - Mild damage from food, drink, dirt, or crayon: \$1.00 per page
 - Water Damage: cost of the book plus \$3.00 processing fee
 - Damage to cover or spine: \$1.00
 - Spine label removed: \$1.00
 - Missing bar code: \$1.00
 - Chewed cover: \$1.00
 - Damaged book cover or plastic cover: \$1.50
 - Lost or damaged beyond repair: cost of the book plus \$3.00 processing fee
 - Missing CD replacement: \$6.00 per CD
 - Magazine lost or damaged: cost of the magazine
- Damaged Audiobook Case: \$9.00
- Damaged DVD Cases:
 - 1 DVD Case: \$2.00
 - 2 DVD Case: \$3.00
 - 3-4 DVD Case: \$4.00
 - 6 DVD Case: \$9.00
- Photocopying & Computer Printing Fees:
 - Black & white copies: \$0.15 per side
 - Color copies: \$0.50 per side
- Faxing (Wisner Branch Only):
 - First page: \$2.50
 - Every page after the first: \$1.50 each

LOST ITEMS

The patron is responsible for items checked out in their name. Library staff will check shelves for missing items or items claimed to be returned, otherwise, the patron accepts the responsibility. The cost for lost items, as noted above, is the cost of the lost item plus a \$3.00 processing fee.

The item will be moved to the withdrawn category in Atrium for six months, after which time, they will be considered lost and withdrawn from the system. At any time during the six-month period should the books be found either by the patron or the library staff and checked in, a note will appear on the patron's record stating that they are due a refund and the patron will only be responsible for the fine. It is the patron's responsibility to be sure that the library has their current mailing address and phone number. If the patron finds the items and returns to the library, they must be in good condition to be accepted.