

## Fines and Fees

### **Section 1:** Fine Free Policy

Fines are not charged to accounts with overdue materials, however, fees are still charged for lost or damaged materials.

### **Section 2:** Lost or damaged materials

The member is responsible for loss of, or damage to, library materials. Material not returned to the Library within 14 days after the due date is defined as “long overdue” and a block is placed on the account that prohibits access to other library services. At 45 days after the due date, the item is considered “lost” and replacement fees are charged to the account. If the member returns the item free of damage and in circulating condition, the replacement cost will be waived; however, a \$5.00 processing fee and/or collection fees will be the member’s responsibility.

Outstanding fees of \$10 and more will prohibit access to other library services such as, but not limited to, computer access, electronic resources, self-checkout stations, etc.

#### **Cost in item record, even if partial missing**

Computer Software

Multimedia kit

Video games

Audiobooks

Launch Pad equipment

**Cost of replacement\*\***

Other materials

The cost of the lost material must be paid by the member; a replacement will not be accepted. Payments are non-refundable.

\*\*When actual price of item is unavailable, the **suggested pricing list** may be used.

### **Section 3:** Collection Agency

In the event a member owes in excess of \$50.00 in fees related to lost items, the Library may submit the member’s account to a collection agency and/or pursue legal action. For a minor’s library account, the parent or guardian is considered the member for the purpose of collection/legal action. If turned over to a collection agency, a non-refundable collection fee is charged to the member. If legal action is pursued, the member is responsible for legal fees and other costs of collection.

### **Section 4:** Other Fees

**\$0.10** per copy/print - Black and White

**\$0.25** per copy/print - Color