

## **Fines and Fees Policy**

The Library charges fines to encourage compliance with rules for the return of materials that promote fair and equal access to limited resources.

The Library Board of Trustees has established procedures for handling materials that are overdue, lost, or damaged. These procedures also establish methods of retrieval for overdue materials, interlibrary loan materials and equipment. The Library does not generally charge for the use or loan of materials it owns or for the use of library services. A patron's account will be blocked from checking out materials if there is a fine of more than \$5 listed on their account from any library in our consortium per the consortium bylaws. The Library Board of Trustees has, however, established exceptions to the policy for the following: copying; printing; faxing; lost or damaged materials and equipment; and the rental of DVDs. The Board may establish other charges as it determines to be necessary.

### **A. Overdue Materials:**

1. A fine of \$1 per week per item for DVDs, and Blu-Rays will be charged each week the materials are overdue up to a maximum of \$5 per item.
2. Notices will be sent to patrons to remind them of overdue materials. An initial notice will go out 2 weeks after the material(s) are due. A second notice will be sent when the materials are 4 weeks overdue. A third notice will be sent out at 6 weeks. A final lost notice will be sent out at 8 weeks. The accrual of fines will be stopped at this time and the patron will be charged the cost to replace the items.
3. Fines are stopped on the date the overdue item is returned.

### **B. Concealment of Materials:**

The law of the State of Iowa provides that the fact that a person fails to return library materials for 2 months after the date the person agreed to return the materials is evidence of intent to deprive the library of its property, provided a reasonable attempt has been made to reclaim the materials. Under these circumstances the Library may elect to send delinquent accounts with fines of at least \$50 to collections.

### **C. Overdue Interlibrary Loan Books:**

Interlibrary Loan (ILL) materials check out for the period allowed by the lending library. The Library staff shall attempt to notify the patron by

telephone or email 3-6 days after an ILL book is due. Any late fees assessed by the lending library will be charged to the patron. Charges for lost or damaged ILL materials will be determined by the lending library and charged to the patron.

D. Overdue Periodicals:

There will be a \$5 charge for each lost periodical.

E. Lost or Damaged Library Cards:

There will a \$1 charge for replacing a valid library card that has been lost or damaged.

F. Damaged Equipment:

The cost to repair or replace damaged equipment will be charged to the patron. In the event the equipment is lost, replacement costs will be charged to the patron.

G. Lost Items:

No refunds will be issued if a patron finds the lost item after paying for it. If the items returned have not been paid for or the library has deleted the items from its collection, the patron is responsible for any late fees accrued.

H. Damaged Items:

If a patron damages an item, they will be charged the amount to repair or replace the item.

**The Charges for Printing, Copying and Faxing are:**

Printing:

10¢ per page for Black and White

25¢ per page for Color

Copying:

10¢ per page for Black and White

25¢ per page for Color

\* There is no charge for Printing or Copying for Civic Organizations or the Lehigh Fire Department.

\* There is no charge for the first 5 pages of B/W Printing or Copying for homework for any grade.

Faxing:

25¢ per page to send or receive

The library can only accept Cash or Check as a form of payment.