

BIG BEND VILLAGE LIBRARY

POLICY FOR FINES, FEES, AND DELINQUENT ACCOUNT PROCEDURES

Policy

The Big Bend Village Library Board in accordance with the Bridges Café Circulation agreement has adopted the following policy for procedures dealing with fines, fees, and check out of library materials.

The purpose for levying fines for lost and overdue library materials is to ensure that these materials are returned to the Library in a timely fashion.

All books and audio materials may be checked out for a three-week loan period with three renewals, unless there is a hold on the item. Specialty items will have individual checkout periods.

DVD's are checked out with a one-week renewal unless there is a hold on the title

There will be no refunds.

Procedures

Inter-library materials are checked out by the checkout library's due date. Should any fines over \$20.00 be due, payment will be sent to the owning library.

Charges for lost or damaged items will be based on the replacement cost plus a \$2.00 processing charge. Length of time to be lost will be under 42 days.

When Library users pay for a lost book, the overdue fines will be forgiven.

Patron library privileges will be blocked at \$10.00 until patron reduces monies owed the library system.

Held items will remain on shelf 7 days or less.

Circulation, Fines

All children's items are charged at \$.05 per day.

All DVD's are \$.50 per day and one week circulation.

Adult materials are charged \$.15 per day. Children's materials checked out on an adult card will be charged adult fines.

In keeping with the overall policy of library fines, the library director is authorized to forgive or negotiate fines and charges (including establishing grace periods) at his or her discretion.

Delinquent Account Procedures

First notice: Overdue Notice is generated after material is 14 days overdue and is applied to patron's account. Patron will be notified via e-mail, phone, or with a letter.

Second notice: Fine Notice is generated after material is 40 days overdue, is applied to patron's account, and a letter is sent to patron.

Third notice: 90 days after the first overdue notice was generated, any fines due to the library over \$50.00 may be turned over to the Big Bend Police Department or the Big Bend Village's collection agency.

Miscellaneous charges:

Replacement of library cards:

A replacement fee of \$1.00 will be charged, and a note will be put on patron's record.

In the event of continued abuse of the above rule, patron's library privileges may be suspended at the discretion of the Library Director and reported to the Library Bboard.

Policy will be reviewed periodically by the Big Bend Village Library Board.

Approved:

Big Bend Village Library Board

Teka Finland

President