

## Circulation Policy No. 9

**Subject: OVERDUE, BILL FOR REPLACEMENT AND DAMAGE OF MATERIALS CHARGES**

**Adopted by Board July 14, 1993**

**Revised October 10, 2001; March 20, 2002; September 8, 2004; February 9, 2005; September 15, 2010; December 12, 2012; September 12, 2018  
March 17, 2021**

### **Overdue, Bill for Replacement, and Damage of Material Charges**

**Daily Fine:** To encourage the prompt return of materials, the Library charges a per day overdue fine based on the type of material. The daily overdue fine is not meant to be a punitive measure, but a means to make library materials available to as many users as possible in a timely fashion. It is the responsibility of the cardholder to return all materials on time. The overdue charge for each type of material is detailed in Attachment A. The daily fine begins the day after the item is due. No fines will accrue on days that the Library is closed.

**Maximum Fine:** The Library sets a limit on the maximum fine that will accumulate on a single item. The fine limits for each type of material are detailed in Attachment A. If an item is lost/damaged and paid for by the patron, any fine that has accumulated on the item will be waived.

**Bill for Replacement:** It is the responsibility of the patron to return materials in good condition. If an item is lost, the patron must pay the replacement cost for the item. The replacement cost will be the actual cost of the item as indicated in the library's computer database. The Library will also accept a new copy exact duplicate of the item that has been billed for replacement in lieu of payment, but a \$2.00 processing fee will be assessed. Overdue fines are not assessed when a bill for replacement is paid or a duplicate item is provided. Interlibrary loan items are subject to the policies of the lending library and/or the interlibrary loan network organization. Replacement copies will not be accepted for interlibrary loan items.

**Refund for Bill for Replacement:** A patron who pays for a lost item may have the cost of the item refunded, minus the overdue fine, if the item is returned in good condition. The proof of payment should accompany the material. After 2 years from the lost item payment, there will be no refund without proof of payment. No refunds will be issued for interlibrary loan items. Refunds over the amount of \$30 will be paid by check. Since checks are approved and signed only at monthly Library Board meetings, a refund request will be submitted for payment and then mailed out. The length of time will vary based on the Board meeting schedule.

**Damaged Materials:** If an item is damaged to the extent that it can no longer circulate in the collection, the patron is responsible to pay the replacement cost for the item. The Library will also accept a new copy exact duplicate of the item that has been damaged beyond the ability to circulate in lieu of payment, but a \$2.00 processing fee will be assessed. Damaged media cases will be assessed at \$3.50. The Library accepts no responsibility for damage to any personal equipment caused by the use of Library materials. Interlibrary loan items are subject to the policies of the lending library and/or the interlibrary loan network organization. Replacement copies will not be accepted for interlibrary loan items.

**Methods of Payment:** The Library accepts cash, check, debit card and credit card, and contactless payments via Apple, Google, and Samsung tap to pay for payment of fines and fees. Payment may be made in person, through the Online Library via the Internet, at print kiosk stations, designated self-checkouts or at public access computer workstations within the library.