

FINES AND FEES / LOST OR DAMAGED MATERIALS

CIR-5

Approved 10/07/2010

The Liberty Lake Municipal Library Board of Trustees has the authority and responsibility to oversee the availability and good condition of all materials in the collection for the widest number of its patrons. Library patrons are required to sign an agreement with the Board that they will return borrowed materials in a timely fashion and with care for each item's physical condition. When the terms of this contract are transgressed, either by accident or with intent, fines and fees will be imposed to compensate the Library and its other patrons for the loss in availability or condition of the items in question. Fees may also be charged for providing certain items for the patron that are not returnable.

A fine is a per day monetary penalty for loss of availability. LLML assesses \$.20 per day, per item for overdue books and magazines. A fine of \$.50 per day is assessed on movies, audiobooks, MP3 players, and portable drives. Overdue fines will not exceed the price of the item.

A "grace period" of two days will be allowed for return of overdue items, but on the third day and thereafter, the entire fine, beginning with the first day the item was overdue, will be charged.

Patrons who provide the library with an email address will be notified automatically by the library's management software the following day. Patrons without email will be notified by mail within one week.

Lack of notification or the receiving of a notification by the Library of an overdue fine does not constitute grounds for dismissal of fines. It is not the responsibility of the library to keep patrons informed of the status of their borrowed items or fines. Patrons are expected to be aware of the status of the items they have borrowed and return them on time.

A fee is the monetary charge for damage to or loss of an item or the providing of a non-returnable resource.

An item will be considered Lost three (3) weeks after its due date. During the fourth week overdue, a Lost notice will be sent advising the patron of the amount owed and the due date for payment after which the charges will be placed with a collection agency. If possible, a

phone call will be made to the same effect. If the item(s) is not returned by five (5) weeks after its due date and full or partial payment has not been received, the charges will be placed with Valley Empire Collection for immediate collection. In case of partial payment, all charges must be satisfied within three weeks or the remaining charges will be placed the collection agency. The fee for an item that is lost or no longer useable is the retail price of that item plus a \$5.00 processing fee.

If the item is later found to have been in the library, the retail price and the processing fee will both be refunded. If the item is later found by the patron, it will not be accepted back into the collection and the fees will not be refunded.

The fee for an item that is damaged but still useable or repairable will be \$5.00. Fees for damage of packaging material (e.g., video cases, audio book cases, kit bags, etc.) will not exceed the actual price of replacement of the material.

Fees for printing will be \$.10 per page, black and white, \$.50 per page for color. Printing of basic editions of State and Federal tax forms will be free. Free printing will not include worksheets, booklets, or instructions for preparing the forms. Printing related to job searching will also be free.

Fines and/or fees that exceed \$10.00 will result in the loss of borrowing privileges. Appeals of the loss of borrowing privileges may be made to the Library Board of Trustees.

On request, patrons will be provided with a receipt for fines and/or fees.

Fines and fees for items borrowed through interlibrary loan will conform to the policy of the lending library, which may not be the same as that of LLML.

Fines under \$100 that have been carried on a library card for 180 days may be deleted per discretion of the Library Director. This deletion is for bookkeeping purposes and will not result in reinstatement of library privileges for the card holder. Deletion of fines over \$100 must be approved by the Library Board.