

# **Sampson-Clinton Public Library**

## **Fines, Fees, and Replacement Policy**

### **Purpose**

The timely return and care of borrowed materials make it possible for all patrons to enjoy the same services. SCPL charges overdue fines for materials returned after the due date, excluding days the library is closed. Additionally, fees are charged to pass along to the individual borrower those costs associated with his/her failing to return, damaging or losing materials checked out on his/her card.

### **Overdue Fines**

The fine schedule for the most commonly borrowed types of materials is listed below. Overdue fines are charged for each day after the due date an item remains unreturned. It is possible to accrue multiple fines for the same item if it is renewed past the due date each time. In the event there are remarkable extenuating circumstances (such as hospitalization or a death in the family), a patron may request that the library waive fines once per patron account every 10 years.

### **Current Schedule of Overdue Fines:**

<b>Fine Amounts by Item Type</b>	<b>Daily Fine</b>	<b>Maximum Overdue Fine</b>
Audiobooks (CD or Cassette)	\$1.00	\$10.00
Adult & YA Books	\$.20	\$10.00
Children's books (J, E, PB)	\$.20	\$5.00
Magazines	\$.20	\$5.00
DVDs and Kits	\$1.00	\$10.00
AV Equipment	\$2.00	\$20.00
Inter-Library Loan	\$1.00	\$20.00

### Current Schedule of Fees for Library Services:

Fee Type	Amount	Comment
Lost Library Card	\$3.00	
Inter-Library Loan	\$3.00	See ILL Policy
Photocopies - <i>B&amp;W</i> <i>Color</i>	\$.20/page \$.50/page	Double-sided copies \$.40  If available
Computer Printing - <i>B&amp;W</i> <i>Color</i>	\$.20/page \$.50/page	  If available
Scanning	\$.05/page	If available
Visitor Computer Pass	\$1.00/hour	
Billing Postage and Handling	\$1.00	
Processing Fees	\$5.00	
Faxing	\$1.00/page	If available

### Damaged & Lost Items

If materials are lost or damaged, the individual borrower is charged the appropriate costs to replace the items in order for circulation to continue. SCPL accepts equivalent paperbacks, hardbacks, etc... as replacements for lost or damaged materials in lieu of payment if the item is new or appears to be new with no signs of wear or use. The patron will still be charged the \$5 processing fee.

**Damaged Items:** If an item is returned with part(s) damaged or missing, the following fines will be charged:

Damaged Item	Amount
Audiobook Cases (CD & Tape Format) - 2-Pack	\$5.00
4-Pack	\$8.00
Magazine Envelopes	\$1.00

DVD Cases	\$2.00
Barcodes	\$.50
Call Labels	\$.50

**Lost Items:** The borrower is responsible for the cost of the lost/damaged item and a \$5.00 processing fee which covers barcodes, call labels, MARC records, other processing materials and staff time involved in the item's replacement. Damaged items become the property of the patron after payment is made. Overdue fines will not be collected in addition to replacement costs for damaged or lost items. The replacement cost is usually the retail cost at the time of purchase. The replacement cost of Inter-Library Loan materials is determined by the lending library.

Patrons are encouraged to search for lost items before making payment. If an item is found by a patron after payment has been made it becomes the property of the patron. No refunds will be issued.

Any items overdue for 60 days will be changed to lost status. The patron will be sent a bill through the mail, and a \$1.00 fine will be added to the account to pay for the postage and handling. Patrons may return the lost items, and only overdue fines will be charged in addition to the postage and handling charge.

If the library is required to pay for an unreturned ILL book by the lending library, the charge will be placed on the patron's account. That item is then the patron's property, and the patron will be required to pay for the item before further library use will be permitted.

If materials are damaged or lost due to theft or fire, the replacement costs and overdue fines of these materials may be waived by library administration upon presentation of an official report by the appropriate regulatory body documenting the incident.

Library Administration understands that circumstances may occur that would necessitate varying the application of this policy, and these instances will be handled on a case-by-case basis by the Library Director.

SCPL Adopted *11.2004* / SCPL Amended *6.29.2020*