

# ***FINES AND FEES***

## **MATERIALS COLLECTION FEES POLICY**

Issue Date: 12/13/93

Reviewed: 3/09/09

Indiana Library Law 36-12-2-25 states, "the Library Board may fix and collect fees and rental charges and may assess fines, penalties, and damages for the loss of, injury to, or failure to return any library property or material."

All circulating items in the Library collection will carry an extended use fee of \$0.25 per day per item, except video formats, which will carry an extended use fee of \$1.00 per day per title and Netbook computers which carries an extended use fee of \$10.00 per hour. The maximum fine per item will be \$10.00 (Netbook maximum fine is \$50.00). Fines are due even when paying for a lost item. Fines for overdue/lost interlibrary loan items are set in the Interlibrary Loan Policy. Interlibrary loan items have no maximum fine.

An overdue notice indicates an item(s) in use by the borrower and is mailed three days after the due date. If the postal notice is returned to library with "postage due", because the post office had to forward the notice to a new address, the additional postage fee will be added to the borrowers record, so that the library can be reimbursed. A bill is sent to the user when his/her total fines/fees exceed \$25.00. The bill includes the title, copy number, classification number, and the total fee for each item listed on the bill. The cardholder is responsible for all fines and fees incurred on the card even in the event that an email notice or postal notice is not received by the cardholder.

The borrower assumes full responsibility for all damages to or loss of any library material checked out on his/her library card and agrees to make full restitution of lost or damaged items. Monies will not be refunded for materials lost and subsequently paid for unless the material is found to be in the library's possession.

Patrons may either replace lost/damaged items with identical material (same edition and/or same publishing date), or pay the list price charged by the library's vendors, publishers and/or binderies so the library can acquire a replacement. If there is doubt about the material being an identical replacement, the proposed replacement item must be approved by the Circulation Assistant Supervisor, the Information Services Librarian, the Technical Services Librarian, or the Library Director before it can be accepted by the library. If a replacement item is accepted and it has already been withdrawn from the library's collection, there will be an additional processing fee of \$5.00 charged.

If an item is returned damaged, the circulation staff, with prior approval by the Circulation Assistant Supervisor, the Information Services Librarian, the Technical Services Librarian, or the Library Director, will assess partial damage charges based on the replacement cost of items and the cost of needed repairs.

Users failing to return Library materials, owe fines in excess of \$10.00, or owe for lost or damaged materials, will forfeit the ability to borrow Library materials until restitution is made.

Delinquent accounts of \$25.00 or more **will** be sent to an outside materials recovery agency 10 to 30 days after the final bill has been sent to the borrower. A collection fee of \$5.00 will be added to the total billed amount to cover recovery costs. Users whose account has been turned over to a materials recovery agency will also lose their Internet privileges until restitution is made.

## FINES AND FEES CHARGES

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### Equipment:

- Photocopier                   \$ .10 per page.  
                                      \$ .25 per color page
- Fax - Outgoing               \$1.00 per page
- Fax - Incoming              \$ .50 per page
- Computer Printers         \$ .10 per black/white page  
                                      \$ .25 per color page
- Microfilm/fiche Printer   \$0.10 per page.

### Meeting Rooms:

- **Non-Profit or Non-Commercial Restricted Public Attendance**  
Meeting Room A/B & C: \$10.00 per hour
- **Profit**  
Meeting Room A/B & C: \$40.00 per hour

### Overdue Materials:

- Books, magazines, recordings, software, etc.   \$ .25 per day (Effective 4/01/07)
- Videos   \$1.00 per day
- Interlibrary loan materials                     \$1.00 per day

## **CASH HANDLING POLICY/PROCEDURE**

Issue Date: 4/14/98

Revised: 1/14/08

The State Board of Accounts prescribes that the “total daily receipts of public library” be recorded. “Money received during a day...should be segregated by notations on a prescribed form. Receipts should be deposited daily (unless the total is so inconsequential as to make this impractical).” Though the above refers to a main library, this policy extends the requirements to departments having cash allocations. Receipts will be written for all amounts over \$25.00 for meeting room fees, PLAC cards, fee cards, lost items and/or if the patron requests one.

The record form shall be kept in a three ring binder accessible to all staff responsible and authorized to make entries in the record. The Daily Record of Cash Collections must also be available to the Administration office and the State auditors. The “Balance Beginning of Day” includes the base amount plus all receipts. “Fines” includes fines collected on all materials, and money collected for damaged and lost materials. “Fees” includes money collected for the sale of Library cards and meeting room fees. “Copier Fees” includes receipts from the book and document copiers. “Microform fees” includes receipts from the reader/printers. “Book sale” includes money received from selling books. “Deposits” is the amount of cash deposited to the bank. “Balance at End of Day” must be the base amount.

The base fund for the cash drawer is \$40.00. The base fund for the coin-op copiers is \$10.00. The base fund for the cash drawer kept in the safe in the Administration office is \$20.00. The base fund for petty cash is \$150.00. This comes to a total of \$240.00.

The morning banking duties include emptying the coin-op in excess of the base amount. This amount will be part of the copier deposit. The total deposit will be put in the bank bag. The totals will then be recorded in the bank book and on a “Money Voucher and Receipt” form. The “Money Voucher and Receipt” form will be included in the bag. The deposits will go to an employee in the Cataloging office who will verify the amounts by completing the “Money Voucher and Receipt” form and returning it to the departments. An employee in the Cataloging office will make the daily deposits. If change is needed by a department, a request (listing the denominations of change) will be included in the money bag with cash to cover the change request.

If change is needed and the Cataloging office and Administration offices are closed, change can be obtained from the bank. If the bank is not open, change can be obtained from local stores.

As of April 1, 2008, transactions at the circulation desk will be cash or credit card only.