

FINES AND FEES

MATERIALS COLLECTION FEES POLICY

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."

Fines and fees 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. Notices will be sent to patrons who have long overdue items (at least 21 days overdue) that are about to be considered lost. When the item becomes lost the borrower will be charged the cost of the item. The cardholder is responsible for all fees incurred on the card even in the event that the cardholder does not receive a notice.

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), along with a restocking fee of \$5.00 per item, or pay the list price charged by the library's vendors, publishers and/or binderies (along with a \$5.00 per item restocking fee) so the library can acquire a replacement. If there is doubt about the material being an identical replacement, the Circulation Assistant Supervisor, the Information Services Librarian, the Children's Services Librarian, the Technical Services Librarian, or the Library Director must approve the proposed replacement item before the Library can accept it.

If an item is returned damaged, the circulation staff, with prior approval by the Circulation Assistant Supervisor, the Information Services Librarian, the Children's 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 who owe for lost or damaged materials, will forfeit borrowing and internet privileges until restitution is made. Any user with print and/or copy charges over \$1.00, will lose Internet and borrowing privileges until the charges are paid.

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.

FEES CHARGES

Equipment:

- Photocopier \$0.10 per page.
\$ 0.25 per color page
- Poster printer \$0.50 per foot for black/white (always rounded up)
\$1.00 per foot for color
- Fax - Outgoing \$ 0.50 per page
- Fax - Incoming \$ 0.10 per page
- Computer Printers \$ 0.10 per black/white page
\$ 0.25 per color page
- Microfilm/fiche Printer \$ 0.10 per page.

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