

# FINES AND FEES

## GOALS

The goals of this policy are to encourage accountability for and the timely return of library materials to the Moose Lake Public Library so that there is optimal sharing of the collection; to ensure that fines and fees are clearly stated and applied equally to all patrons; and to provide options for satisfaction of fines and fees so that library patrons may continue to have access to library materials.

## REGULATIONS

### Fines (late charges):

Items returned to the library past their due date are subject to fines (late charges), which are calculated in the automated system, for the number of days the library is open. Fines for materials checked out at or from other libraries within the Arrowhead System also appear and may be paid for at this library.

Fines (late charges) are assessed at the following rate:

- Movies/DVDs: \$1.00 / day
- Books/Audios/Magazines: \$0.10 / day

### Charges for lost/damaged material:

A replacement charge will be assessed for library materials which are lost/not returned or which are returned in damage resulting from other than normal wear. Charges for items belonging to the Moose Lake Public Library will be the full original cost of the item. A Processing Fee of \$5.00 will be charged to all materials that are lost/damaged. Charges for items belonging to other libraries will be assessed by the owning library.

### Charges for lost/damaged library cards:

A replacement charge will be assessed for library cards that are lost/damaged or unusable.

- No charge for first and second replacement cards.
- \$3.00 charge for third and subsequent replacement cards.

### Blocked accounts:

Any accrued balance on a patron record will block that patron from borrowing materials.

### Fees for non-loan services:

#### Photocopying:

\$.25/page for single-sided black and white copies.

\$.50/page for double-sided black and white copies.

Printing:

\$.25 / page for black and white printouts.

\$1.00-\$5.00 / page for colored printouts depending on the amount of color. Charges for colored printouts will be assessed at the library's discretion.

Test Proctoring:

\$10.00 charge per test.

Student is responsible for any incidental costs including postage, faxing, or supplies.

Ongoing book sale:

Items are not free, but may be taken after giving a donation based on individual discretion (\$1.00 minimum *suggested* donation per item).

Approved on October 15<sup>th</sup>, 2015.