

FINES AND FEES

GOALS

The goals of this policy are to encourage accountability for and the timely return of library materials 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.

It is a further goal of the Aurora Public Library to work with other interested Arrowhead Library System members to attempt to determine common standards which meet the goals and needs of each agreeing library, thus providing a more seamless borrowing experience for library patrons.

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:

- E-readers: \$5/day (maximum fine: \$50.00)
- All other items: \$.25/day (maximum fine: \$5.00)

Charges for lost/damaged materials

A replacement charge will be assessed for library materials which are lost/not returned or which are returned with damage resulting from other than normal wear. Charges for items belonging to the Aurora Public Library will be the full original cost of the item. Charges for items belonging to other libraries will be assessed by and sent to the owning library.

Blocked accounts

An accrued balance due exceeding \$10.00 on a patron record will block that patron from borrowing additional materials and from using the library computers. Patrons may gain 1-day access to the computers by paying at least \$1 on their account that day.

Options for satisfying fines/and charges for lost/damaged materials

The Aurora Public Library offers a *one-time only* opportunity for individuals age 12 or older to clear their fines/fees for items belonging to the Aurora Public Library through volunteering at the library (time is applied at the rate of minimum wage. The library staff maintains a log of patron activity in such instances. The patron working off a fine is subject to appropriate behavior and must display acceptable conduct or their contract will be terminated).

The library also offers minors the opportunity to "Read Off" late charges on all items belonging to the Aurora Public Library.

The library additionally offers patrons the option of donating books/movies in lieu of payment of fines/fees for items belonging to the Aurora Public Library. Value will be determined by the Librarian based on the condition and publication date of donated items.

Fees for non-loan services

Photocopying:

\$.25/page for single-sided black and white copies
\$.40/page for double-sided black and white copies
\$1.00/page (or side) for color copies

Printing:

\$.25/page for black and white printouts (1st 5 pages free if job-search-related)
\$1.00/page for colored printouts

Proctoring:

\$15 charge per session
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.

ADOPTED:

Aurora Public Library Board, October 20, 2010

Revised: October 16, 2011, reaffirmed 10/17/12; Revised 11/14/13

Shared fines/block amounts preapproved by Board action 1/27/15, changes to be effected summer 2015. Revised/reformatted policy approved as a whole 8/25/15. Revised: 9/1/16. Reaffirmed 8/29/17