

## **FEES & FINE POLICIES**

### **I. PAYMENTS**

Fines will be assessed for overdue material each day library is open. Payments to the library for fines, fees, or services may be paid by cash, check, money order (written to ICL), or credit card. Fines are not assessed for lost or damaged materials once item is paid for.

#### **B. RECIPROCAL BORROWERS**

Reciprocal borrowers will be subject to all fines, rules and regulations of ICL.

#### **C. INTER-LIBRARY LOAN (ILL) BORROWERS**

Items borrowed through ILL are subject to the fine policies of ICL. All fees for borrowing ILL items will be charged to the borrowing patron. Material loan periods are set by the lending library. Charges for lost or damaged material are set by the lending library and are payable to the lending library.

#### **D. HOME SERVICES PATRONS**

Home services patrons will not be charged fines whether they or others return the overdue items to the library. Home Services patrons will be charged the cost of the item for any lost or damaged items.

#### **E. INSTITUTION LIBRARY BORROWERS**

No institution will be charged fines whether they or others return the overdue items to the library. The institution will be charged the cost of the item/s for any lost or damaged items.

#### **F. BUSINESS LIBRARY BORROWERS**

Business borrowers will be subject to all fines, rules and regulations of ICL. The business accepts responsibility for all transactions charged to this Card.

### **II. OVERDUE NOTICE POLICY**

Notices may be sent out as a courtesy to patrons to inform them of items that are overdue. Failure to receive a notice does not relieve the patron of responsibility for returning the items or paying the fines.

Parents or legal guardians who sign for a minor card will have their borrowing privileges restricted if the minor has lost items on his/her library card.

**III. DAMAGED ITEM POLICY**

A damaged item is any item that must be repaired, rebound or replaced. When an item is returned damaged, the borrower will be notified. If the damage is beyond repair, the borrower will be assessed the cost of the item. If payment is made for a damaged item within 30 days, the borrower may keep the item. All damaged items will be discarded after 30 days. The library does not accept replacement copies.

**IV. LOST ITEM POLICY**

When an item that has been checked out is reported lost, the patron will be charged the cost of the item. No additional overdue fees are charged. The library does not accept replacement copies.

*The table below outlines the replacement cost for various library items. While every effort is made to keep this table up-to-date, the library reserves the right to make changes without notice.*

<b>Item</b>	<b>Replacement Cost</b>
Plastic Material Bag	\$1.00
Comic Book Sleeve	\$1.00
Nylon Travel Packet	\$5.00
Audio Visual Plastic Container	\$2.00
Item Bar code	\$1.00
3-D Glasses	\$1.00
Library Bags	
Blue	\$3.00
Black	\$5.00
Natural	\$5.00

*The tables below outline daily fines for each type of library item. While every effort is made to keep these tables up-to-date, the library reserves the right to make changes without notice.*

**REGULAR COLLECTION**

	Overdue Fine per Day
BOOKS	.25
CDS	.25
AUDIO BOOKS	.25
MAGAZINES	.25
GAMES	.25
BOOK BAGS	.25
LEAP PADS	.25
TRAVEL PACKETS	.25
BACK PACKS	.25

KITS	.25
DVDS	1.00
VIDEO GAMES	1.00
ROKU	1.00
HOTSPOT	1.00
STEM KITS	1.00
GOPRO	1.00
E-READER	1.00

There is a maximum fine of \$5 per overdue Itasca Community Library item.

Replacement fee for lost or damaged items is the cost of the item, the library does not charge a processing fee for Itasca items.

**V. ILL (Inter-library Loan) ITASCA CARDHOLDERS ONLY**

For both LINC and outside LINC loans, daily overdue fines follows the Itasca fine policy with a maximum of \$5.00 per item. However, the replacement and processing fees are set by the lending library.