

## CIR-5: Fines and Fees Policy

Adopted: 10/17/2013; Last Revised: 7/18/2019

### Policy Statement

A public library exists to serve the community and is based on the concept of sharing resources. When one person violates that principle by retaining materials beyond the established limits, that person takes unfair advantage of the community as a whole. Additionally, some library resources require additional funding support.

### Regulations

- To encourage the prompt return of materials, the library charges a per day overdue fine based on the type of item:

Library Material Type	Daily Overdue Fine	Maximum Fine	Default Replacement Fee for Material (subject to adjustment) <sup>1</sup>
<b>Print Materials</b>			
Binge Box	\$1.00	\$10.00	\$100.00
Book	\$0.15	\$4.00	\$25.00
Book Discussion Kit	\$1.00	\$10.00	\$150.00
VOX Books	\$0.15	\$4.00	\$25.00
Magazine	\$0.15	\$4.00	\$5.00
<b>Non-Print Materials</b>			
Audiobook on CD	\$0.15	\$4.00	\$45.00
Audiobook on Playaway	\$0.15	\$4.00	\$45.00
Blu-Ray/DVD	\$1.00	\$10.00	\$25.00
Bicycle with lock	ALL DAY (due 30 minutes before closing) \$1.00/hr	\$10.00	\$110.00
Board Games	\$1.00	\$10.00	\$25.00
Cake Pans	\$1.00	\$10.00	\$25.00
Canvas Bags	\$0.15	\$4.00	\$25.00
CD Book Kit	\$0.15	\$4.00	\$25.00
Chromecast	\$1.00	\$10.00	\$35.00
iPad	\$5.00	\$50.00	\$450.00
Kill-A-Watt Meter	\$0.15	\$4.00	\$25.00
Music CD	\$0.15	\$4.00	\$15.00
Puppet	\$0.15	\$4.00	\$25.00
Puzzle	\$1.00	\$10.00	\$25.00
Sewing Machine	\$5.00	\$50.00	\$125.00
Software	\$0.15	\$4.00	\$25.00
Videogame	\$1.00	\$10.00	\$60.00

<sup>1</sup> Default price is used when the exact price is not available.

Videogame Console	\$5.00	\$50.00	\$450.00
Youth Theme Kit	\$1.00	\$10.00	\$250.00* *Refer to the schedule within each kit for the replacement cost of individual items lost
MeLCat Item	\$1.00 DVDs \$0.15 others	\$10.00 DVDs \$4.00 others	\$100.00

Library Material Type	Hourly Overdue Fine	Maximum Fine	Default Replacement Fee for Material (subject to adjustment) <sup>2</sup>
In-Library Only			
Charging Cords	\$1.00	\$10.00	\$15.00
Graphing Calculator	\$1.00	\$10.00	\$125.00
Reading Glasses	\$1.00	\$10.00	\$15.00
Videogame Console (Nintendo Switch and Game controllers)	\$1.00	\$10.00	\$450.00

2. On the day after the due date, all materials will be considered overdue if they have not been renewed or returned.
3. No fines will accrue on days that the library is closed.
4. The library will notify patrons of the overdue materials via email or United States Postal Service in compliance with state law.<sup>3</sup>
5. When the maximum fine level shown above has been reached, the item status will change and the Default Replacement Fee for Material will automatically be added to the patron account balance, along with a \$2.00 Processing Fee.
6. The Outstanding Fee Limit is \$10.00 or more than one lost item. Any patron whose account equals this limit shall forfeit borrowing privileges until materials are returned and fines are paid. Patrons experiencing unusual difficulty in returning their materials or paying their fines should contact the library circulation staff.
7. When a patron claims an item returned, staff will continue to look for the item for six months. If the item is not found and the claim is the second one for the patron, there will be a Processing Fee of \$15.00 added to the patron account.
8. Accounts with a balance of \$25 for more than 30 days shall be turned over to a collection agency. Notification will be sent to patrons before the account is turned over to the library's collection agency. A service fee will be automatically added.
9. Customers should resolve disputed fees before paying for them. Once payment for library fees has been accepted, monetary refunds will not be issued.
10. Library services listed below require the specified fees:

<sup>2</sup> Default price is used when the exact price is not available.

<sup>3</sup> MCL 397.603 *et seq.* Library Privacy Act

Library Service	Fee
Printing, Copying, Faxing	
Black & White printing/copying	\$0.10 per page
Color printing/copying	\$0.25 per page
Patron print/copy account pre-pay limit	\$25.00
Faxes sent at the library	\$1.00 per page
Library Cards (see <i>Library Card Policy</i> for definitions)	
Patron – Resident, Student – Non-Resident, Business, Lake Orion Teachers, TLN home library card	No Charge
Non-Resident	\$200.00
Replacement of lost library card	\$1.00
Meeting Rooms (see <i>Meeting Room Policy</i> for more details)	
Commercial Use – Meeting Room A, B, Youth Activity Room, and James Ingram Room Therefore, Meeting Rooms A&B combined	\$35.00 per hour per room \$35x2=\$70.00 per hour
Commercial Use – Computer Lab	\$100.00 per hour
Cleaning Fee – Beverages only served	\$10.00
Cleaning Fee – Food of any kind served	\$50.00
Use extending outside normal library hours	\$25.00 per 15 minutes
Advertising (see <i>Displays and Distribution of Non-Library Materials Policy</i> for more details)	
Lobby TV slide (commercial)	\$100/week
Lobby TV slide (non-profit)	\$50/week
Lobby TV slide setup (optional)	\$50

11. A patron who lives in the library service area who wishes to challenge a library policy or any portion of a library policy should follow procedures as outlined in MGT-15: Appeals Process Policy.