

EMERY COUNTY LIBRARY FEES/FINES POLICY

The Emery County Library System assesses a fine to the record of any borrower who fails to return library materials on or before their due date. Accumulated fines or fees will result in the suspension of borrowing privileges.

Fines will continue to accumulate on all overdue items until the item is renewed, returned, or is declared lost by either the borrower or the Library. If an overdue item is successfully renewed, borrowers are responsible for the payment of any fines or fees that accumulate while the item is overdue.

Borrowers are responsible for the replacement cost of library materials that are declared lost. Replacement cost is determined by the cost of the material plus a \$5.00 processing fee. The Library cannot accept the return of or provide refunds or credits for lost materials if they are found after payment of replacement charges has been made.

Please immediately report lost or stolen library materials to the owning library to address potential billing fees, processing fees and replacement charges.

You are responsible for any damage that occurs to an item while it is checked out to you.

Borrowing privileges may be suspended for cardholders with fines and fees totaling \$5.00 or more.

FINES : Monies charged for overdue materials. This is done automatically by the library system.

FEES : Monies charged for damaged materials or postage for overdue notice mailings. The fees for a damaged book may be accessed on the patrons record.

- Up to \$5.00 damaged book fee for repairable items
- A \$1.00 fee will be charged for mailing overdue notices
- A \$10.00 fee will be charged for sending certified attorney notices to patrons that have gone to collections

Patrons may choose to bring in new or like-new books, DVD's, books on CD, or other materials as the librarian agrees to, to help the patron settle his/her account with the Library. Fines may be waived by the donating of materials, but fees may not.

FINE/FEE SCHEDULE

Most materials

- Loan period : 2 weeks
- Daily fine for each item returned late : \$0.10
- Lost or damaged items : Cost of item plus \$5.00 non-refundable processing fee
- Damaged items that can be repaired : Up to \$5.00 (determined by Library Staff)

Magazines

- Loan period : 1 week
- Daily fine for each item returned late : \$0.10
- Lost or damaged items : Cost of item

Circulating Reference

- Loan period : Overnight
- Daily fine for each item returned late : \$1.00
- Lost or damaged items : Cost of item plus \$5.00 non-refundable processing fee
- Damaged items that can be repaired : Up to \$5.00 (determined by Library Staff)
- Out of print items : Cost of item, \$5.00 non-refundable processing fee and a \$20.00 surcharge may be added. (Item cost will be determined by current value)

Videos/Dvds and Playaways

- Loan period : 1 week
- Daily fine for each item returned late : \$1.00
- Lost or damaged items : Cost of item plus \$5.00 non-refundable processing fee

Audio Books

- Loan period : 1 week
- Daily fine for each item returned late : \$0.10
- Lost or damaged items : Cost of item plus \$5.00 non-refundable processing fee

InterLibrary Loans

- Loan period : Varies
- Daily fine for each item returned late : \$1.00
- Lost or damaged item : cost of item (as set by owning library) plus \$20.00 non-refundable processing fee

Adopted _____

Library Director

Library Board Chair

Commissioner

You may not be aware that the
Emery County Library System has a
Fine/fee limit of \$5.00.

Your account has a fine/fee balance of \$_____.
Please bring your account current to ensure
continued usage of your Library privileges.

Thank you.

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