



BRACEBRIDGE PUBLIC LIBRARY POLICIES AND PROCEDURES

CATEGORY: Circulation #5

POLICY REPLACING: Fines & Fees
May 13, 2014

SUBJECT: Fines & Fees

BOARD APPROVAL DATE: November 10, 2015

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RATIONALE:

This policy is intended to provide a deterrent to abuse of the library's loan periods, as well as cost recovery for damaged or lost items.

POLICY STATEMENT:

The following rules apply to all members of the Bracebridge Public Library. In exceptional cases and upon appeal by the patron, the CEO may negotiate payment and or reinstatement of borrowing privileges.

Fines for overdue items

Junior materials: 15 cents per item per day to a maximum of \$6.00 per item

Adult materials: 25 cents per item per day to a maximum of \$10.00 per item

LOST materials: cost of the item plus a \$10.00 processing fee. Should the item(s) be returned to the collection within 6 months, the patron will be reimbursed for the cost of the item(s) only.

Damaged Items

\$5.00 fee for mending

If item must be removed from inventory, fee is cost of the item plus a \$10.00 processing fee

Forgotten card

\$1.00 to borrow material

\$2.00 to use public Internet computer

Lost or damaged card

\$5.00 replacement fee

Loss of borrowing privileges and computer access if:

- more than \$5.00 in fines is owing
- outstanding fines are more than 1 year old
- more than one "Claimed Returned" occurrence on account
- the parent/guardian who registered a child for a Bracebridge Library card has lost borrowing privileges, that child may check out material only from the Children's collection until the parent/guardian has their privileges reinstated.



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- a child has lost borrowing privileges due to outstanding fines, the parent/guardian who registered the child will also lose borrowing privileges until the account is cleared.

Reinstatement of borrowing privileges

Upon payment of outstanding fines or fees, privileges will be reinstated.

In the case of subsequent "Claimed Returned" occurrences, payment would need to be made for all outstanding items for the cost of the item(s). Should the item(s) be returned to the collection within 6 months, the patron will be reimbursed for the cost of the item(s).

PREVIOUS REVISIONS:

Operational Policy May 2003

Circulation Policy #5 – Fines & Fees June 2007

Circulation Policy #5 – Fines & Fees May 13, 2014

RELATED DOCUMENTS:

Circulation Policy #2 - Membership