

1/27/15



## **Credit Card Policy – Library Patrons**

### **Purpose**

To expedite library payments and for the convenience of Library patrons, Chili Public Library accepts Mastercard, Visa or Discover credit cards payments or Mastercard, Visa or Discover debit cards run as credit card transactions. The Library will not accept American Express. The Library does not accept debit card transactions.

The Library will accept credit card payments for the following library charges:

- Fines
- Hold fees
- Lost or destroyed materials replacement
- Replacement library card charges
- Collection agency fees
- Computer print fees
- Fax fees
- Photocopier fees

Patrons may use a credit/debit card in person at the Library. No credit/debit card transactions will be accepted via phone, fax, or email.

Library staff members have the right to refuse a credit/debit card.

Patrons using a credit/debit card in the library will be asked to sign a receipt from the transaction. The patron may be given a paper receipt upon request from the transaction and the Library will keep the signed receipt.

Patrons also may pay library fines online with a credit card by accessing the MCLS website [www.chililibrary.org](http://www.chililibrary.org).