



Collection of Fines and Fees Policy

Library materials at the Chili Public Library are purchased for the use of all library cardholders. Cardholders are responsible and accountable for the materials they borrow. When materials are returned late, damaged, or are lost they are not available to other borrowers.

In consultation and cooperation with the Monroe County Library System, the Chili Public Library has established guidelines for the loan of library materials, including circulation periods, renewal processes, hold fees, overdue fines, and fees for lost and damaged items.

Overdue fines are levied as an incentive to return library materials on time. Lost and damaged item fees allow the library to replace library materials so they remain available to others.

The Chili Public Library Board of Trustees developed this policy and the fines and fees schedule that follows to ensure that the collection of fines and fees is fair and consistent.

Collection of Fines and Fees Guidelines

- Overdue fines are assessed when materials are kept past their due date. All cardholders, excluding library staff, library trustees, and Friends of the Chili Public Library Board are subject to overdue fines.
- Overdue fines are waived if a cardholder accrues fines due to documented hospitalization or natural disaster.
- Overdue fines are waived if an item is lost and the cardholder pays the replacement cost for the item.
- A fee equivalent to the replacement cost is assessed when an item is lost or damaged, in addition to a \$5.00 processing fee.
- Lost item fees are waived when loss is due to theft and documented by a police report.
- Borrowing privileges are restricted when fines and/or fees reach a threshold of \$5.00.
- Fines and fees exceeding \$35.00 are reported through the Monroe County Library System to a materials retrieval agency resulting in an additional \$20.00 fee. If unresolved, the account may be forwarded to a collection agency.

Fines and Fee Schedule

- Printing from the public computers - \$.20 per page (black and white), \$1.00 (color)
- Photocopier - \$.20 cents per page
- Overdue materials - \$.35 per day
- Holds fee - \$.50
- Faxing - \$1.00 per page, cover sheet is free
- Earbuds - \$1.00 per item
- Stylus pens - \$1.00 per pen
- DVD-RW - \$1.00 per DVD
- Leaf & Bean - \$1.00 per cup of coffee, \$1.50 per cup of hot chocolate