

POLICY # 2-2

FINE POLICY

Fine Schedule

The daily fines for overdue library materials are as follows:

Adult books and periodicals (including new books)	.10
Children's books and periodicals (including new books)	.05
All audio books (adult and juvenile)	.10
All music CDs (adult and juvenile)	.10
Videos and DVDs (entertainment)	1.00
Videos and DVDs (educational)	.10
Interlibrary Loan (ILL) items	.10

Other Fees:

Collection Agency	15.00
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The maximum fine will not exceed the replacement cost of the item, plus the collection fee if applicable.

Overdue notification and collection of fines

A. Overdue Notices are sent to all patrons according to the following schedule:

1. An Overdue Notice will be mailed fourteen (14) days after the due date.
2. A second Overdue Notice will be mailed twenty eight (28) days after the due date, itemizing materials outstanding, dates due and replacement value of the items.
3. For patrons who opt for e-mail notification, a notice will be e-mailed fourteen (14) days and twenty-eight (28) days after the due date itemizing the materials outstanding.
4. A letter will be sent 14 days after the final overdue notice, informing the patron that their account will be forwarded to a collection agency in 10 days,

and a \$15.00 fee will be added to their account balance. (The letter is attached.)

5. Notices will be sent to all reciprocal borrowing libraries of invalid borrowers, stolen card numbers, etc.

B. Collection of fines:

1. Fines will be collected by the circulation desk staff based on the established policy rates. Receipts will be issued upon request.
2. Patron privileges will be suspended until books are returned and outstanding fines paid.
3. Staff may, at their discretion, waive fines on overdue books, based on extraordinary prevailing circumstances which hindered the timely return of library materials.
4. No fines will be collected from patrons who return books from reciprocal libraries to the New Providence Library. The books will be returned through the ILL system and the reciprocal library will collect fines from the patron.

Charges for damaged library materials

A. Books:

1. Any damage to the extent that the book must be replaced – Replacement cost
2. Damaged but able to be repaired - \$5.00

B. Audio Books:

1. Individual CDs - \$8.00 to \$12.00 (depending on the publisher)
2. Individual tapes - \$6.00
3. Entire Audio Book – Replacement cost

C. DVDs and VHS tapes:

1. Any damage to the extent that it must be replaced – Replacement cost

D. Periodicals

1. Any damage to the extent that it must be replaced – Replacement cost

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