

## **FINES AND FEES**

1. Fines shall be charged for each day that an item is overdue. Fines are calculated only for those days which the library is open for business.
2. Fines shall be computed according to the following schedule:

<u>TYPE OF MATERIAL</u> <u>PER ITEM</u>	<u>RATE PER DAY</u>	<u>MAXIMUM CHARGE</u>
Books	\$ .10	\$10.00
Paperbacks	\$ .10	\$ 5.00
Pamphlets (per folder)	\$ .10	\$ 2.00
Periodicals	\$ .10	\$ 3.00
Playaway	\$1.00	\$10.00
Video Game	\$2.00	\$10.00
DVDs	\$2.00	\$10.00
Compact Disks	\$ .25	\$10.00
Children's Kits	\$ .25	\$10.00
Inter-Library Loan Materials	\$ .25	Same as if owned by CCPL

3. There will be a \$35.00 charge for nonsufficient fund (NSF) checks.
4. Once the fines on a borrower's card have reached \$5.00, this patron will be considered "blocked" by the automated circulation system, and will be unable to check out materials on his/her card until such fines or fees have been paid in full.
5. SWAN Fines and Fees
  - a. Inter-Library Loan Items – Charges for Inter-Library Loan items that are unavailable through the SWAN or OCLC databases shall be at the rate currently in effect per SWAN system policy. Charges for any interlibrary loan item provided through the SWAN or OCLC databases shall be passed on to the patron, if such a fee is levied by SWAN.
  - b. Photocopy Requests- Charges for photocopies provided by SWAN photocopy service will be at the rate per request currently in effect as per SWAN system policy.
6. Staff members shall be held liable for fines incurred on interlibrary-loan and reciprocal borrowing materials.
7. The parent or legal guardian who has co-signed a child's card application and library card record bears the financial responsibility for the card of any child under the age of 18. The parent or legal guardian that co-signed for the dependent(s) will be linked together. If materials become long overdue on a dependent's card or on the parent's or legal guardian's card all cards signed or co-signed by the parent or legal guardian will be restricted until the materials are returned to the library and/or

finer are paid. Adult children over the age of 18 are responsible for their own fines and/or fees and will not be linked to other family members.

8. When paying for lost or damaged library materials by check the library will not clear the patron's record until the check clears. When materials are sufficiently damaged and the patron must pay for the entire cost of the materials, they will not be returned over to patron until the patron's check clears.

Last updated: 5/17/18