

## Greece Public Library Collection of Fines and Fees Policy

Library materials at the Greece 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 Greece Public Library has established guidelines for the loan of library materials, including circulation periods, renewal processes, 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 Greece Public Library Board of Trustees developed this policy and the guidelines that follow 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, including library staff, library trustees, Friends of the Greece Public Library members and volunteers are subject to overdue fines.
- Overdue fines are waived if a cardholder accrues fines due to 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.
- 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.