



Marcellus Free Library

Policy Name:	Fines for Library Materials & Special Materials		
Section Title:	Finance		
Reviewed:	March 9, 2023	Adopted:	April 6, 2023

Policy Statement: The purpose of this policy is to establish guidelines and procedures for fines.

Patrons will no longer receive late fines on items classified as Library Materials, including, but not limited to: Books, DVDs, and Magazines. Fines accrued on one's account will be waived upon return of the item, assuming the item is in good condition. If the item has been damaged, the borrower may be subject to a replacement fee.

Late fees will still apply for Special Items and items in our Library of Things collection, including but not limited to: Hotspots, Tech Packs, Park passes, Ukuleles, Nintendo Switch Console, Nintendo Switch Video Games. Late fees for such items can only be waived at the discretion of the Library Director.

If MFL's borrowed materials are not returned, the patron will be charged a replacement fee. This replacement fee is determined by the item's retail cost. **Materials that are 30 days overdue are assumed lost and the replacement cost will be charged to the patron's library account.**

Note: The patron will be prohibited from borrowing library materials if there is \$10 or more in charges on their library card.

If the patron claims the missing item was returned but it cannot be located in the library, and they are not a repeat offender, the lost item fee can be waived upon discretion of the Library Director.

Note: In the case of a lost item fee being waived because the patron is not a repeat offender, this will be recorded in their account. Such a fee will only be waived once.

If a patron has overdue fines from other libraries in the OCPL system, they are still responsible for paying these. They can pay these fines at any library in the system, including MFL.

If a patron checks out materials while visiting another library in OCPL, they could still be charged fines based on that library's fine policy (some libraries have fines, others do not). Fines are set by the lending library.

Replacement fees for MFL's lost or damaged items still apply. Items must be returned in good condition. The patron's library account will be charged replacement costs for the item including, but not limited to: water damage, food/drink stains, rips/tears, writing/drawing. See library staff for assistance with replacing damaged items.

Starting at 14 days after the patron's account reaches \$100 in charges, their account will be sent to the UMS Collection agency. A \$10 charge to cover collection costs will be placed on their account. Please return materials in a timely manner to prevent this from happening.