

Warren-Newport Public Library District

Lake County, Illinois

Board of Trustees

Policy 3023

Fines and Fees

Adopted: December 8, 1981

Reviewed/Revised: February 11, 1992; April 13, 1993; August 9, 1994; December 10, 1996; January 12, 1999; April 10, 2001; February 11, 2003; January 20, 2004; December 14, 2004; February 14, 2006; June 13, 2006; June 16, 2009; February 16, 2010; April 17, 2012; February 19, 2013; February 18, 2014; June 17, 2014; August 19, 2014; November 17, 2015; February 20, 2018; November 20, 2018; April 20, 2021; September 20, 2022; July 18, 2023; October 15, 2024; November 19, 2024; July 15, 2025

ARTICLE 1. OVERDUE MATERIALS

Effective as of January 2, 2019, the Warren-Newport Public Library District (WNPLD) will no longer charge fines for overdue materials. However, borrowing privileges will be suspended and a patron will be billed a replacement fee and a \$5.00 non-refundable processing fee if materials are not returned within an established time frame.

Borrowing privileges are suspended when materials are two (2) weeks overdue. Patron is billed replacement and processing fees when materials are approximately 45 days overdue.

ARTICLE 2. REPLACEMENT FEES AND REFUNDS

Section 2.01 Replacement Costs

The charge for an unreturned, or damaged item will be the replacement cost plus a nonrefundable \$5.00 processing fee. The replacement cost of library materials is obtained from the bibliographic record. If the price of the item cannot be determined from the bibliographic record, an average replacement cost will be determined by the Library staff. If the staff cannot determine an average replacement cost, a flat replacement cost of \$15.00 will be charged. Replacement cost for the loss or damage of an accessory will be determined by Library staff.

Section 2.02 Missing Items

If multi-part items are returned with missing pieces, library users may be charged for the replacement costs. Replacement costs for multi-part pieces are at the discretion of library personnel and are determined based on the circumstances of each case.

Section 2.03 Refunds

Refunds will be granted for the cost of lost materials if returned in good condition within thirty (30) days of the payment date. WNPLD staff will make cash refunds of \$50 or less in the Library. Refunds of \$50 or more will be sent via a check in the mail. A refund check will be mailed from the WNPLD Administrative Office within four to six (4-6) weeks.

ARTICLE 3. CLAIMS RETURNED

The Library will accept a patron's claim that materials have been returned for up to five (5) items. No item can be claimed returned after it is billed and assumed lost.

ARTICLE 4. FEES FOR RECOVERY AND COLLECTION SERVICES

Submission of overdue/missing materials to materials recovery service \$10.00 per submission. This payment must be made in full. Material recovery fees are non-waivable and nonrefundable.

ARTICLE 5. FEES FOR COPYING AND PRINTING

The fee for black & white photocopies and computer printouts is \$0.10 per page. The fee for color photocopies is \$0.25 per page.

ARTICLE 6. FEES FOR USING THE PUBLIC FAX MACHINE

Fees for using the public fax machine are set by the fax machine vendor and are subject to change.

ARTICLE 7. FEE FOR RETURNED CHECK

Fees for checks returned from the bank will be determined by the bank.

ARTICLE 8. FEES FOR INTERLIBRARY LOAN (ILL)

Fees for interlibrary loans charged to WNPLD will be determined by the lending library.

ARTICLE 9. BLOCKED PATRON STATUS

A patron is blocked from checkout when their fees equal or exceed \$10.00.

ARTICLE 10. EXCEPTIONS AND APPEALS

Patrons may appeal charges to their accounts. Access Services staff is granted authority to waive minor fee amounts within established department practices. Appeals of substantial fees must be directed to the Head of Access Services or their designee. Substantial fee waivers granted by the Library will be documented in the patron record. Excessive waiver requests will be referred to the Executive Director for review.