

# ***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

#### **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. This time frame is dependent on the location where materials are checked out.

Main library checkouts:

Borrowing privileges are suspended when materials are 2 weeks overdue.

Patron is billed replacement and processing fees when materials are 4 weeks overdue.

Bookmobile checkouts:

Borrowing privileges are suspended when materials are 6 weeks overdue.

Patron is billed replacement and processing fees when materials are 7 weeks overdue.

#### **ARTICLE 2. REPLACEMENT FEES AND REFUNDS**

##### **Section 2.01 Replacement Costs**

The charge for an unreturned, lost, or badly 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 Refunds**

Refunds will be granted for the cost of lost materials if returned in good condition within six (6) months of the billing date. A refund check will be mailed from the WNPLD Administrative Office within four to six weeks. WNPLD staff will not make refunds in the Library

**ARTICLE 3. CLAIMS RETURNED**

The Library will accept a patron’s claim that materials have been returned for up to three (3) items. On the fourth and all subsequent times that a patron claims an item has been returned, the patron shall be liable for the cost of replacement of the item. All items claimed returned will remain noted on the patron’s record for as long as the patron is registered with the Library District. 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

Collection agency fees are nonrefundable.

**ARTICLE 5. FEES FOR LIBRARY CARDS**

Library card for new patrons..... No charge  
Replacement of lost or damaged library card ..... \$1.00 per card

**ARTICLE 6. FEES FOR COPYING AND PRINTING**

B&W photocopies, computer printouts ..... \$0.15 per page  
Color photocopies ..... \$0.50 per page

**ARTICLE 7. 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 8. FEE FOR RETURNED CHECK**

Fee for check returned from the bank .....Fee charged by the bank

**ARTICLE 9. FEES FOR INTERLIBRARY LOAN (ILL)**

ILL items received at WNPL but not picked up by patron ..... \$5.00 per item  
ILL fee charged to WNPLD by lending library..... Amount charged by lending library

**ARTICLE 10. BLOCKED PATRON STATUS**

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

**ARTICLE 11. EXCEPTIONS AND APPEALS**

Patrons may appeal charges to their accounts. Circulation staff members are granted authority to waive minor fee amounts within established department practices. Appeals of substantial fees must be directed to the circulation supervisor or 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.

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