

**PIONEERLAND LIBRARY SYSTEM
BOARD POLICY**

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| Policy: Loan Period, Fines and Fees | Policy number: |
| Policy Date: September 8, 1998 | Revision Date: <i>June 18, 2008</i> <i>April 16, 2015</i> |
| Approved By Automation Committee: <i>June 18, 2008</i> | Approved by the Board: <i>September 18, 2008</i> <i>April 16, 2015</i> |
| Distributed To: PLS Board Members, Administration Staff, Member Libraries | Number of Pages: 3 |

Purpose: To establish a policy on loan periods and fines for the library system.

Policy:

1. The attached schedule will be utilized for the loan period, fines, and fees.
2. Library materials must be returned to a library in Pioneerland Library System by the due date in order to avoid charges.
3. All items except videos/DVDs and equipment rentals: After a three (3) day grace period, fines will begin accruing at ten cents (\$.10) per day from the date the item was due. Notice will be sent by email once fines begin to accrue.
4. Videos/DVDs: There will be no grace period. Fines will begin accruing at one dollar (\$1.00) per day. Notice will be sent by email once fines begin to accrue.
5. Charges will accrue, even if the library is closed.
6. Equipment rentals: There will be no grace period. Rental fees will continue to accrue until the equipment is returned. A deposit may be required.
7. Fines will accrue until the item(s) is returned or the patron is billed for the item(s).
8. Patrons will be billed for the item(s) 30 days from the date the item(s) was due.
9. If the patron returns the item(s) within 30 days after it has been billed, the patron will be refunded for the replacement cost of the item(s). The item(s) processing fee will be deducted from the refund.
10. The patron may purchase a librarian approved replacement for items lost or damaged. The patron must pay the processing fee.
11. The patron is allowed one renewal of items without holds.
12. Borrowing privileges will be suspended when unpaid charges exceed five dollars (\$5.00).
13. \$3.00 charge for lost or damaged barcodes.
14. \$3.00 charge for new library card issued as a replacement for lost, destroyed, or damaged card.
15. Fee for purchasing a Nonresident card is \$30.00 per year per card.
16. Items borrowed from outside of Pioneerland Library System will be subject to the lending institution's Loan Periods and Fines policy.

Procedures:

Fines and fees collected from patrons will be sent into the administration office. The library may keep all fines and fees they collect from patrons except: card replacement fees, processing fees, and replacement costs of items owned by another library. To be courteous to other libraries you should not waive fines or fees for items not checked out from your library.

LOAN PERIODS, FINES, AND FEES SCHEDULE

| Item Class | Loan Period (days) | Grace Period (days) | Billing Notice | Fine Period | Fine Amount | Rep. Cost | Proc. Fee | Max. Items | Max. Holds | Max. Fine |
|-------------------------|--------------------|---------------------|----------------|-------------|-------------|---------------|-----------|------------|------------|-----------|
| Adult Books | 28 | 3 | 30 | Per Day | \$.10 | \$32 | \$8 | 100 | 25 | \$3 |
| Juvenile/YA Books | 28 | 3 | 30 | Per Day | \$.10 | \$18 | \$8 | 100 | 25 | \$3 |
| Adult Paperbacks | 28 | 3 | 30 | Per Day | \$.10 | \$12 | \$8 | 100 | 25 | \$3 |
| Juvenile/YA Paperbacks | 28 | 3 | 20 | Per Day | \$.10 | \$8 | \$8 | 100 | 25 | \$3 |
| High Demand | 14 | 3 | 30 | Per Day | \$.10 | \$32 | \$8 | 100 | 25 | \$3 |
| Audio Books | 28 | 3 | 30 | Per Day | \$.10 | \$35 | \$8 | 100 | 25 | \$3 |
| Music Audiocassettes/CD | 14 | 3 | 30 | Per Day | \$.10 | \$21 | \$8 | 100 | 25 | \$3 |
| Non-music CD | 14 | 3 | 30 | Per Day | \$.10 | \$75 | \$8 | 100 | 25 | \$3 |
| Serials | 14 | 3 | 30 | Per Day | \$.10 | \$8 | \$8 | 100 | 25 | \$3 |
| Videos/DVD | 7 | 0 | 30 | Per Day | \$1.00 | \$30 | \$8 | 6 | 25 | \$3 |
| Reference | 0 | 0 | 30 | Per Day | \$.10 | Cost Provided | \$8 | 0 | 0 | \$0 |
| Equipment 1 Day | 1 | 0 | 30 | Per Day | Rental Fee | Cost Provided | \$8 | N/A | N/A | N/A |
| Equipment 3 Day | 3 | 0 | 30 | Per Day | Rental Fee | Cost Provided | \$8 | N/A | N/A | N/A |