

**PIONEERLAND LIBRARY SYSTEM
BOARD POLICY**

Policy: Loan Period, Fines and Fees	Policy number:
Policy Date: September 8, 1998	Revision Date: <i>December 11, 2021</i>
Approved by Automation Committee: 6/18/08	Approved by the Board: 9/18/08 <i>Revision approved: 1/20/22</i>
Distributed To: PLS Board Members, Administration Staff, Member Libraries	Number of Pages: 2

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. After a three (3) day grace period, fines will begin accruing at ten cents (\$.10) per day from the date the item was due. The first notice will be sent one (1) day after the item is due.
4. PLS-owned juvenile and young adult materials will not accrue fines when overdue. However, these items are still subject to charges if lost or damaged.
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. Items without holds are eligible for one automatic renewal.
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

This list is not inclusive. See library staff for items not included on this list.

Item Class	Loan Period (days)	Grace Period (days)	First Notice (days)	Billing Notice (days)	Fine Period	Fine Amount	Rep. Cost	Proc Fee	Max. Items	Max. Holds	Max. Fine
Adult Books	28	3	1	29	Per Day	\$.10	\$32	\$8	100	25	\$3
Juvenile Books	28	3	1	29	Per Day	\$.00	\$18	\$8	100	25	\$0
Adult Paperbacks	28	3	1	29	Per Day	\$.10	\$12	\$8	100	25	\$3
Juvenile Paperbacks	28	3	1	29	Per Day	\$.00	\$8	\$8	100	25	\$0
High Demand	14	3	1	29	Per Day	\$.10	\$32	\$8	100	25	\$3
Audio Books	28	3	1	29	Per Day	\$.10	\$35	\$8	100	25	\$3
Music Audiocassettes/CD	28	3	1	29	Per Day	\$.10	\$21	\$8	100	25	\$3
Non-music CD	14	3	1	29	Per Day	\$.10	\$75	\$8	100	25	\$3
Serials	14	3	1	29	Per Day	\$.10	\$8	\$8	100	25	\$3
Videos/DVD	14	3	1	29	Per Day	\$.10	\$30	\$8	6	25	\$3
Reference	14	3	1	29	Per Day	\$.10	Cost Provided	\$8	0	0	\$3
Equipment	Varies	-	1	29	Per Day	Rental Fee	Cost Provided	\$8	N/A	N/A	N/A
T-Mobile Wifi Hotspot	28	3	1	29	Per Day	\$.10	\$85	\$8	—	—	\$3
Chromebook Laptop	28	3	1	29	Per Day	\$.10	\$300	\$8	—	—	\$3
Other Items: Games, Toys etc.	Varies by type	3	1	29	Per Day	\$.10	Cost Provided	\$8	—	—	\$3