

## FINES AND FEES

### Policy Statement

Bucks County public libraries charge fines to encourage prompt return of borrowed material to the library while providing an option for users who must keep material beyond the due date. The prompt return of library material allows access for other users.

### Regulations

Library materials not returned by midnight on the date due will incur a fine according to the chart below.

	Loan Period	Fine	Max. Fine
Books	21 days	\$ .20 per day	\$5
New books	14 days	\$ .20 per day	\$5
Rental books	7 days	\$ .20 per day	\$5
Paperbacks	21 days	\$ .20 per day	\$3
Spoken books	21 days	\$ .20 per day	\$5
Video recordings and games	7 days	\$1.00 per day	\$5
Music recordings	21 days	\$ .20 per day	\$5
Magazines	21 days	\$ .20 per day	\$2
Non Book items	21 days	\$ .20 per day	\$5

Library users can pay fines with cash, a money order, or a cashier's or personal check. Some libraries accept credit and debit cards. Photo ID will be required with personal checks or credit or debit card payments over \$50. A receipt will be issued to each person paying a fine or fee.

Late material returned without payment of the fine will be checked in so the material can be made available to others. The fine will not continue to accrue.

Library users will be alerted by staff of late material and accrued fines when attempting to borrow or renew material.

Two overdue notices for late material are sent to users. The first is sent 14 days after the item is due and the second is sent 28 days after the item is due. Items not returned after the second notice is sent will be considered lost. Refer to the Library's policy on Lost or Damaged Materials. Borrowing privileges are denied after the second overdue notice is sent.



Failure to receive an overdue notice is not considered grounds for waiving a fine. Borrowers are responsible for keeping track of the due date of borrowed material. Library users receive a courtesy email three days before material is due.

Borrowing privileges will be suspended when the amount of money owed reaches or exceeds \$5.00. Accrued fees over \$5.00 must be reduced for borrowing to resume. When fines are large, at their discretion library staff may set up a payment plan and allow users at least partial use of library services until fines are paid in full.

Accrued fines will remain on the user's account until they have been paid.

The Head of Circulation or a designated staff member may waive or reduce fines if extenuating circumstances so warrant. Bill collection fees may not be waived.

Information about other fees is addressed in the circulation policies regarding lost or damaged materials and library cards.

***Adopted by the Board of Directors January 20, 2009***