

**Subject: Fines and Recovery of Overdue Materials**

**Purpose:**

To encourage a timely return of library materials, the Montgomery-Floyd Regional Library Board of Trustees has established fines for overdue materials and any costs related to replacing materials that have been lost or damaged.

**Policy:**

The library will attempt to recover overdue materials through the following steps:

- A first notice when items are two weeks overdue;
- A second notice when items are four weeks overdue;
- A bill for the replacement costs when items are six weeks overdue;
- If patrons are still delinquent after eight weeks, and have a total of \$25 in unreturned material, they will be turned over to a collection agency;
- A non-negotiable, collection agency processing fee of \$15.00 will be charged;
- Patrons must return materials and settle fines to clear their library accounts;
- Library cards are blocked from use when fines total \$10.00 or until fine balance totals zero if account has been sent to collection.

Library staff will provide sufficient information to allow any individual to settle unpaid fines or fees on any library account. However, authors, titles, or subjects of lost or overdue materials will not be discussed without presentation of the account's card.

**Attachments:** Fine Schedule  
MFRL Charges for Lost and Damaged Material

**References:** None

**Approval:**

Montgomery-Floyd Regional Library Board of Trustees  
February 21, 2001; revised December 15, 2010, May 20, 2015

May 20, 2015

Date



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Margaret, Christle, Chair

## **Fine Schedule**

<u>Item</u>	<u>Fine</u>	<u>If lost or damaged</u>
Books	\$0.15 per day	Replacement cost*
Audio books	\$0.15 per day	Replacement cost*
DVDs/Games	\$1.00 per day	Replacement cost*
Music CDs	\$0.15 per day	Replacement cost*
Magazines	No fine	No charge
Interlibrary Loan (ILL)	\$1.00 per day	Replacement cost**
Kits	\$1.00 per day	\$100.00 (entire kit) Replacement cost* (single book) \$5.00 (non-book item)
Electronic devices	\$1.00 per day	Replacement cost*

The maximum fine on any one item is \$10.00. Library cards are blocked when the total fines reach \$10.00. Fines were raised to \$0.15 on 2/1/09.

\*The replacement cost is the retail value of the item and is listed in the SIRSI Workflows record. For older items without a replacement cost listed in SIRSI, please refer to the MFRL Charges for Lost and Damaged Materials list. \*\*Replacement costs for ILLs are set by the lending library.

Beginning in November 2010, the library will aggressively seek resolution for long overdue items by turning delinquent accounts over to a collection agency for:

- Items that are 8 weeks or more overdue and total more than \$25.00
- Fines that have been on the patron's record longer than 60 days and total over \$25.00

**Approved by the Library Board on 9/21/11; May 20, 2015**

Attachment to Policy 109 – Fines and Recovery of Material

**MFRL Charges for Lost or Damaged Material**  
 (if replacement cost is not noted in SIRSI)  
 2015

Material	Audience	Charge \$
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**Print Materials:**

<b>Hardback Book</b>	<b>Adult</b>	<b>\$ 30.00</b>
<b>Hardback Book</b>	<b>Teen, J, E</b>	<b>\$20.00</b>
<b>Trade Paperback</b>	<b>Adult</b>	<b>\$15.00</b>
<b>Mass Market Paperback</b>	<b>Adult, Teen, J, E</b>	<b>\$9.00</b>
<b>Board Book</b>	<b>E</b>	<b>\$10.00</b>
<b>Magazine</b>	<b>Any</b>	<b>No Charge</b>

**Other Formats:**

<b>Language CDs</b>	<b>Adult</b>	<b>\$50.00</b>
<b>Hardback Book w/ CD</b>	<b>E</b>	<b>\$36.00</b>
<b>Paperback Book w/ CD</b>	<b>E</b>	<b>\$25.00</b>
<b>DVD (single disk)</b>	<b>Any</b>	<b>\$20.00</b>
<b>Music CD</b>	<b>Any</b>	<b>\$20.00</b>
<b>Audio Book on CD</b>	<b>Any</b>	<b>\$6.00 per disk + \$4.00 for case</b>
<b>Audio book on MP3</b>	<b>Adult</b>	<b>\$30.00</b>
<b>Individual disks in a DVD or CD series/set or CD with a book</b>	<b>Any</b>	<b>\$10.00 per disk in set or series; CD w/ book where book is useable</b>
<b>Audio book / DVD case; dust jacket; minor damage* to item</b>	<b>Any</b>	<b>\$4.00</b>

- ❖ MFRL would prefer that patrons pay for a lost or damaged item. However, if a patron brings in a replacement item, it must be brand new and have an exact ISBN
- ❖ Staff and patron may negotiate any non-standard situation.
- ❖ Minor damage\* means the item is still usable and will continue to circulate; staff may negotiate a cost from \$1.00-\$4.00 based on the damage and their judgment.

Approved by the Library Board 9/21/11; May 20, 2015