

Fines and Fees Policy

Policy Statement

A public library exists to serve the community and is based on the concept of sharing resources. When one person violates that principle by retaining materials beyond the established limits, that person takes unfair advantage of the community as a whole. Customers are encouraged to follow lending loan periods and return materials on time. MPL agrees with the American Library Association policy statement that the “imposition of monetary library fines creates a barrier to the provision of library and information services.”

Regulations

1. Library materials are available for use free of charge.
2. Daily overdue charges will not apply to the items listed below.

Print Materials	Default Replacement Fee for Material (subject to adjustment)¹
Children’s books	Varies by type
Young Adult Fiction and Non-Fiction books	\$30
Adult Fiction and Non-Fiction books	\$30
Magazines	\$30
Interlibrary loans	\$50
Non-Print Materials	
Books on CD	\$45
Book discussion kits	\$200
Books to go	\$200
Music CDs	\$20
DVDs	\$20
Kindles	\$60
Story kits	\$200
Video game	\$30
Launchpad	\$100

¹ Default fees are used when the exact price is not available. When exact price is available the customer will be charged that fee. Lost items are also assessed a \$5 processing fee.

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3. The Library will notify a customer thirty (30), sixty (60), and ninety (90) days after the items due date.
4. If materials are kept for ninety (90) days past the due date, a lost item replacement fee will be assessed.
5. If a lost item replacement fee is paid and the item found within ninety (90) days, the fee will be refunded less a five (\$5) processing fee.
6. Due to the limited supply of some library materials, daily overdue fines are assessed on some items as prescribed below:

	Daily Overdue Fine	Maximum Fine	Default Replacement Fee for Material (subject to adjustment)²
<u>Non-Print Materials</u>			
WiFi Hot Spot	\$5	\$75	\$75
WiFi Hot Spot Cord	N/A	N/A	\$10
Museum Pass	Min. \$15; Varies	\$50; Varies	Varies

7. On the day after the due date, all materials will be considered overdue if they have not been renewed or returned.
8. No fines will accrue on days that the library is closed.
9. The library notifies customers of the overdue materials via email, automated telephone calls, or United States Postal Service.
10. When the maximum fine level shown above has been reached, the item status will change and the Default Replacement Fee for Material will be charged to the customers account.
11. Any customer with an account balance of twenty-five dollars (\$25) or more or an unpaid lost item replacement fee shall forfeit borrowing, renewing, wireless hot spots, proctoring, and meeting room privileges until the lost item replacement fee is paid in full or the fine balance is brought below twenty-five dollars (\$25).
12. Customers experiencing unusual difficulty in returning their materials or paying their fines should contact the Borrower Services Supervisor.
13. Customers should resolve disputed fees before paying for them. Once payment for library fines has been accepted, monetary refunds will not be issued.

² Default fees are used when the exact price is not available. When exact price is available the customer will be charged that fee. Lost items are also assessed a \$5 processing fee.

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14. Customers have the option of paying fines via credit card from the integrated library system (ILS). This option includes a transaction fee assessed by BCCLS for the service. The library is unable to offer refunds on credit card transactions from the ILS.
15. The library will charge the following fees for certain services:

<u>Service</u>	<u>Cost</u>
Photocopies and printouts	25¢ per page (B&W) \$1 per page (color)
Facsimile	Free
Flash drives	\$5
Headphones	\$3

16. The library will charge the following fees for library cards:

<u>Card type</u>	<u>Cost</u>
Montclair resident	Free
Montclair student or teacher	Free
Non-resident	\$100 annually
Replacement of lost card	\$1

17. While most Library programs are free and open to the public, the Adult School Department is authorized to charge fees to recover the costs associated with providing courses:

<u>Service</u>	<u>Cost</u>
Course fee (in Library)	Montclair resident: 50% of market rate Non-resident: Market rate
Course fee (offsite)	Montclair resident: Market rate Non-resident: Market rate
Trips and excursions	Montclair resident: Market rate Non-resident: Market rate
Speaker/lecture	Montclair resident: 50% of market rate Non-resident: Market rate

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Montclair Public Library Board of Trustees