

# Georgina Public Library Board Policy Manual

## Policy Title: Fines for Overdues, Damaged or Lost Materials

### **Intent**

In accordance with the Public Libraries Act, R.S.O. 1990, library boards reserve the right to impose fees for certain services and fines/charges for materials returned late, lost or damaged.

### **Regulations**

The following schedule of fines and fees will be adhered to:

1. Adult fines for materials returned late of .25 per day per item up to a limit of \$10 per item
2. Juvenile fines for materials returned late of .10 per day per item to a limit of \$5 per item
3. Media items (videos, DVDs, software) will incur late return fines of \$1 per day per item to a limit of \$20 per item on both adult and juvenile cards
4. Adult cards will be blocked at \$15 in fines or 5 overdues
5. Juvenile cards will be blocked at \$10 in fines or 5 overdues
6. Lost or damaged cards will cost \$1 to replace
7. Removed or damaged barcodes will cost \$1 per barcode
8. Material replacement costs will be charged for lost or irreparably damaged items, according to the actual cost of the item, or if unavailable, according to the average cost table provided by Library Services Centre on an annual basis, plus a processing fee of \$5.00 per item.
9. In the event that a lost item is found and returned, fees paid will be reimbursed with proof of payment, minus the \$10.00 late fee.
10. A damage fee will be assigned to any material returned damaged, but still usable by the library, according to the extent of the damage and age of the material.
11. Materials overdue by 40 days will be “assumed lost” and a replacement cost plus processing fee of \$5.00 per item will be attached to the patron’s record. If the amount exceeds \$40 for an individual, the account may be sent to a collection agency. Patrons/families that are sent to collection more than once will have their access to library materials blocked for a period of one year.
12. Branch Librarians and designated staff may, at their discretion, reduce or waive charges in special circumstances such as hospitalization, death in the family, or special needs.
13. This schedule of fines and fees will be reviewed and amended by the Board from time to time to reflect current cost realities.

### **Procedures**

1. Library staff are authorized to collect fines and fees on behalf of the Board.

| POLICY HISTORY:           |                   |
|---------------------------|-------------------|
| Initial Draft             | November 22, 2006 |
| Draft Presentation Review | April 16, 2007    |
| Board Presentation:       | April 19, 2007    |
| Board Adoption:           | April 19, 2007    |
| Review:                   | November 19, 2009 |
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