

## **FINES AND FEES<sup>1</sup>**

### **OVERDUE MATERIALS FINES**

The Hussey-Mayfield Library, as part of the Evergreen Indiana Library Consortium, abides by the fine structure established by the Consortium.

Overdue fines for Interlibrary Loan materials are determined by the lending library and will be passed on to customers who return ILL materials late.

Fines that accumulated on a customer's account prior to January 18, 2005 will remain in the account until paid.

### **OVERDUE MATERIALS FEES**

If a customer is referred to a collection agency, any fees associated with the agency's services will be passed on to the customer.

### **LOST AND DAMAGED MATERIALS FEES**

In addition to the current retail replacement cost of an item, a fee to cover the time spent by Library staff to process records for lost or damaged materials will be charged.

If an exact duplicate of a lost or damaged item is given to the Library by the customer who lost or damaged it, a fee to cover the time and materials spent to restore the item to the Library's collection will be charged.

If Library staff finds items returned to the Library that have "flags" such as post-it notes, paper clips, tape, folded pages, etc. left in them, which can damage the items and that also require staff time for removal, a warning letter will be sent to the last customer checking out the item, advising that future such incidents will incur a pre-determined "per-flag" fee.

### **FAILURE TO PICK UP HOLDS FEE**

Customers are notified when an item on which they have placed a hold has become available for their use. Failure to pick up these holds within a set period of time may result in the assessment of a fee to the customer's account.

Customers who place a hold on an item that is currently on the shelf in the Library and then do not come to the Library to pick up the item within a set period of time may be assessed a fee to their account for each item reserved but not picked up.

### **LOST OR STOLEN LIBRARY CARD FEE**

A fee will be assessed to replace Library cards that are either lost or stolen.

Library cards that are no longer usable from normal wear and tear will be replaced at no charge.

**A list of current Fines and Fees charged by the Library can be found on the Policy Page of the Library's website listed under the Fines and Fees Policy and at a Library Circulation Desk.**

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<sup>1</sup> Information about current fine and fees is available at the Circulation Desks at the Library and on the Library's website.