

## 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 any materials borrowed from other libraries are determined by the lending library and will be passed on to patrons who return materials late.

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

### **OVERDUE MATERIALS FEES**

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

### **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 may be charged. Lost and damaged fees for materials owned by other libraries are determined by the lending library.

If a replacement item is accepted in lieu of a fee for a lost or damaged item, a fee to cover the time and materials spent to restore the item to the Library's collection may be charged. *See the Lost and Damaged Items Policy for information on replacement items.*

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**

Patrons 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 patron's account.

Patrons 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 for each item reserved but not picked up.

### **REPLACEMENT LIBRARY CARD FEE**

The first replacement Library card is free. After that, a fee will be assessed for replacement Library cards.

*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.