

Code **LF** 

Date Approved 03/13/95

Date Revised 8/20/98; 11/20/00; 3/27/01; 12/4/03; 7/17/06

Policy Name Fines and Charges

- 1) Fines, fees and other charges are set by the Executive Director.
- 2) Fines are payable and due upon return of the overdue material(s).
- 3) Unpaid fines and charges may be turned over to a collection agency. At that time, a non-refundable and non-negotiable collection fee will be added to the patron's account.
- 4) In calculating the number of days overdue, only those days that the library is open will be counted.
- 5) The cost of lost or damaged interlibrary loan materials will be assessed by the lending library.
- 6) The library may choose to set an amnesty period during which overdue materials may be returned without charges
- 7) The fee for research performed by library staff will be set by the Executive Director.