

## **Policy 4.3**

### **Borrowing Parameters and Delinquent Charges**

#### **Background**

In order to exercise good stewardship over the lending collections, borrowing parameters are set by the Kalkaska County Library. KCL aims to keep books and other materials in the hands of people who want them, as long as they need them, while encouraging on-time return of borrowed materials for use by others. KCL policies and procedures are designed to foster the highest possible utilization of the lending collection, a limited resource.

In an effort to further support literacy and equity, the Kalkaska County Library does not charge overdue fines for juvenile and teen materials. The Library Board of Trustees hopes that the elimination of overdue fines for juvenile and teen materials will encourage conversations at home about responsible stewardship of common resources.

#### **Replacement of Lost and Damaged Materials**

A replacement fee is charged to the borrower account if an item is lost or damaged and beyond repair. Items not returned 45 days past the due date are defined as lost. Overdue fines are over-ridden by the replacement cost.

#### **Fees and Fines for Minors**

The parent or guardian of any person less than 18 years old is responsible for any fees, fines, damage to the library or its collections, or other costs incurred by the minor at the library and the return of materials borrowed by the minor. The library record of a minor may be released to either the minor or the parent or guardian.

#### **Material Recovery Agency**

The library director is authorized to utilize a material recovery agency to assist with seriously delinquent accounts. Accounts are referred to the agency 60 days after the due date when the account balance exceeds \$25.00. The account is billed an additional one-time \$15.00 service charge when submitted to the agency.

## Fines and Lending Periods

Format	Loan Period	Item Limits	Renewals <sup>2</sup>	Daily Fines	Maximum Overdue Fines per Item
Books <sup>1</sup>	3 weeks	40	Yes	10¢ / day	\$2.00
DVDs	2 weeks	5	Yes	10¢ / day	\$2.00
DVD series	2 weeks	2	Yes	10¢ / day	\$2.00
Audiobooks	3 weeks	5	Yes	10¢ / day	\$2.00
Playaways	3 weeks	2	Yes	10¢ / day	\$2.00
Magazines	3 weeks	20	Yes	10¢ / day	\$2.00
Wonderbooks	3 weeks	2	No	10¢ / day	Replacement cost
Launchpads	1 week	1	No	\$5.00/day	Replacement cost
Wi-Fi Hotspots	1 week	1	No	\$5.00/day	Replacement cost
Projector	1 week max	1	No	10¢ / day	Replacement cost

<sup>1</sup> Juvenile and Teen materials: Overdue fines are not charged for juvenile and teen materials. Charges for lost or damaged items, returned check fees, or collection agency fees are the responsibility of the parent or guardian associated with the minor account.

<sup>2</sup> Limit 3 renewals.

Limit of 40 total items on account at any one time.

Renewals not allowed if on hold for other patrons. Fines remain if renewal is late. Maximum fine shall not exceed cost of item.

## Fees

Black & White copies are 20¢/page, color copies are 50¢/page. Not-for-profit organizations are entitled to ½ price for copies up to 50 pages (10¢/page B/W, 25¢/page color). Fax service is \$3.00 for the first page and \$1.00 each additional page. The library does not accept faxes.

Approved: 24 March 2020

Signature on file

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Cash Cook, Board Secretary