

Georgina Public Library Board Policy Manual

Policy Title: Fines for Overdue, 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 that are returned late, lost or damaged.

Regulations

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

1. Fines will be charged for all materials returned late. Rates will be charged according to the rate schedule laid out in Appendix "A" to this policy.
2. Cards will be blocked according to the maximum fines and overdues as laid out in Appendix "A" to this policy.
3. Lost or damaged library cards or barcodes will be charged at the rates laid out in Appendix "A" to this policy.
4. Materials overdue by 40 days will be "assumed lost" and a material replacement cost plus the applicable processing fee as shown in Appendix "A" to this policy will be charged. In the absence of the patron, these charges will be attached to the patron's electronic 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.
5. Material replacement costs will be charged for lost or irreparably damaged items. The amount charged will be the actual cost of the item, or if such cost is unavailable, according to the average cost table provided by Library Services Centre on an annual basis, plus the applicable processing fee as shown in Appendix "A" to this policy.
6. A damage fee will be assessed to any material returned damaged, but still usable by the library, according to the extent of the damage and age of the material, at the sole discretion of library staff.
7. In the event that a lost item is found and returned, any replacement fees paid will be reimbursed with proof of payment, minus the processing fee paid. Item(s) must be in usable condition and be returned within six (6) months of the due date.

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8. Managers and designated staff may, at their discretion, reduce or waive charges in special circumstances such as hospitalization, death in the family, or special needs.
9. 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
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Review:	November 19, 2009
Board Adoption:	November 19, 2009
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APPENDIX "A"

Description	Fee Rate	Maximum
Late Fees		
Late Materials Return - ADULT CARD	.25 per item per day	\$10.00
Late Materials Return - JUV/TEEN CARD	.10 per item per day	\$5.00
<u>EXCEPTIONS:</u> DVDs Video Games Theme Kits Express books/DVDs	.25/item/day \$1/item/day \$1/item/day \$1/item/day	\$10.00
Replacement of Lost/Damaged Items		
Replace lost or damaged library cards	\$2.00	
Replace removed or damaged barcodes	\$2.00	
Borrowing Blocks		
Adult cards	\$15 in Fines	5 Overdues
Juvenile cards	\$10 in Fines	5 Overdues
Other Fees		
Processing Fee	\$5.00	