

Georgina Public Library Board Policy Manual

Policy Title: Fees for Damaged or Lost Materials

Intent

Pursuant to the *Public Libraries Act*, R.S.O. 1990, Library Boards retain the authority to establish fees for designated services and assess charges for library materials that are lost, or damaged. In support of equitable access, Georgina Public Library does not charge overdue fines on late-returned materials.

Regulations

The following schedule of fees will be adhered to:

1. Cards will be blocked according to the maximum fees and overdue items as laid out in Appendix "A" to this policy.
2. Lost or damaged library cards or barcodes will be charged at the rates laid out in Appendix "A" to this policy.
3. Materials overdue by forty (40) days will be deemed "assumed lost". A replacement cost and applicable processing fee, as outlined in Appendix "A", will be charged to the patron's account. Accounts with an outstanding balance exceeding \$75 may be referred to a collection agency. Patrons or families referred to collections more than once may have borrowing privileges suspended for one (1) year.
4. Replacement costs will be charged for materials that are lost or irreparably damaged. Charges will reflect the actual cost of the item; where this cost is unavailable, the applicable charge will be based on the annual average cost table provided by the Library's material supplier, plus the processing fee listed in Appendix "A".
5. A damage fee may be assessed for materials returned in a damaged but still usable condition. Fees will be determined based on the extent of the damage and the age of the material, at the discretion of Library staff.
6. Managers and designated staff may, at their discretion, reduce or waive charges in special circumstances, (e.g. hospitalization, bereavement, or special needs).
7. This schedule of fees will be reviewed and amended by the Board from time to time to reflect current cost realities.
8. Library staff are authorized to collect fees on behalf of the Board.

POLICY HISTORY:	
Initial Draft:	November 22, 2006
Draft Presentation Review:	April 16, 2007
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Review:	November 19, 2009
Board Adoption:	November 19, 2009
Board Review:	November 20, 2014; March 17, 2016; May 16, 2019; March 23, 2023; April 16, 2026

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APPENDIX "A"

Replacement of Lost/Damaged Items		
Replace lost or damaged library cards	\$2.00	
Replace removed or damaged barcodes	\$2.00	
Borrowing Blocks		
Adult cards	\$30 in Fees	5 Overdues
Juvenile cards	\$30 in Fees	5 Overdues
Other Fees		
Processing Fee	\$5.00	