

CITY OF RANCHO CUCAMONGA

OVERDUES, FINES & FEES POLICY

POLICY NO.:
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EFFECTIVE: 8/6/98; 1/1/04
REVISED: 10/14/03
APPROVED: 10/14/03

PURPOSE: The purpose of this policy is to ensure the fair assessment of fees and fines to provide for the upkeep of the collection and to prevent loss of materials.

POLICY: In order to make materials available to all patrons on an equal basis and protect the community's investment in the library collection, the library will set policies governing the return or replacement of materials borrowed by patrons.

OVERDUE MATERIALS: On the day after the due date, all materials will be considered overdue if they have not been renewed or returned. After two weeks, a reminder notice will be sent. Materials will continue to accrue a fine until they are returned. In some instances the librarian will call the patron asking for the return of the material.

GRACE PERIOD: A grace period of one day is built into the computer system. This allows for a 1 day margin for error. Videocassettes are exempt from a grace period.

BOOKDROP RETURNS: A book drop in the parking lot of the library is available for convenience in returning library books during hours when the library is not open. If books or videos that may be returned in the bookdrop are in the bookdrop by the time the library opens, they will be credited with having been returned the day before. Materials such as tapes, cd=s and software may be damaged by depositing them in the book drop.

FINES: All overdue materials accrue fines in the amounts listed below up to the maximum fine limits. Fines are based on item rather than patron. A child borrowing adult materials will be assessed an adult overdue fine.

	<u>Per Day</u>	<u>Maximum Fine</u>	<u>Borrowing thresholds</u>
Overdue Fine: adult	\$.25	\$20	\$5
Overdue Fine: children	\$.15	\$10	\$5
Overdue Fine: video	\$1	\$20	
Overdue Fine: video best sellers	\$2	\$20	
Overdue Fine: DVD	\$2	\$20	

Overdue Fine: DVD best sellers	\$3	\$20
Overdue Fine: CD Rom	\$2	\$20
Overdue Fine: magazine	\$.10	\$2

DENIAL OF SERVICE TO PATRONS WITH DELINQUENT ACCOUNTS: Patrons with outstanding fines that exceed the borrowing thresholds will be asked to clear their records before being allowed to check out any more materials. Service to an entire family living in one household will be curtailed because of the delinquency of any member. Delinquency is defined as the accumulation of \$25 in fines and fees for lost or damaged materials.

LOST AND DAMAGED MATERIALS: Patrons are responsible for all materials checked out on their cards and are liable for the damages which may occur to library materials. The library will notify the patron of payment due for the replacement of the damaged item. Fees will include the cost of the item, processing costs and overdue fines.

Items totally damaged may be given to the patron if the patron has paid the replacement cost, including replacement fee and if necessary, the Collection Agency fee of the item in question, and ONLY if the patron asks to keep the item.

Patron is not responsible for loss or damage due to fire, flood, death, or other disaster.

<u>Lost Materials</u>	<u>Cost of Item</u>	<u>Processing Fee</u>
Books	Original cost	\$5
Media/Software	Original cost	\$6
Paperback books	Original cost	\$2.50
Magazines	Cover price	\$1.50
Media Bags	\$1	

<u>Damage Fees</u>	<u>Charge</u>	<u>Damage Fees</u>	<u>Charge</u>
Damaged Book:	Cost in computer	Video Cassette:	
Bar Code removed	\$2	Video damaged	Cost in computer
Cover damaged	\$5	Shell replacement:	\$5
Plastic cover damaged	\$2	Storage case damage	\$5
Page torn	\$1 per page	Inserts lost/damaged	\$3

Compact Discs:		Audio Tapes:	
Damaged discs	Cost in computer	Audio Tape damaged	Cost of set
Broken Jewel Case		Audio Book Cases	
		Double	\$5

Singles	\$1.50	4 storage	\$6
Doubles	\$3.00	12 storage	\$7
Loss of liner notes	\$5	Cassette boxes	\$1
Loss of book/pams	\$5		

CD Rom Discs:	
CD Rom damaged:	Cost in computer
Bag	\$5
Disclaimer Sheet	\$1
Manila Folder	\$1

If other assorted parts of the CDROM package are not returned, the **total** CDROM replacement cost, including a processing fee, will be charged.

COLLECTION AGENCY: Failure to return materials will result in the account being sent to a collection agency for return of materials and payment of overdue charges. The fee for collection agency referral is \$20 per account and will be billed to the patron, or, in the case of a minor, will be billed to the parent or guardian who signed as responsible party.

STOLEN LIBRARY CARD: It is the responsibility of the patron to notify the library immediately in the event the library card is lost or stolen. The library will not hold the patron responsible for any items borrowed after the card has been reported stolen.

Up until the date the card is reported stolen, the card holder—or the parent or guardian in the case of a minor—is responsible for all items borrowed on the card and all fines that may be accrued.