



## **FINES/FEES POLICY**

**September 2011**

1. **Fines and Fees:** The library collects fines and fees according a schedule adopted by the San Marino City Council. The schedule is attached to this document.
  - a. Adult patrons will not be able to borrow any items if fees/fines on their library record total \$5.00 or above.
  - b. Child patrons will not be able to borrow any items if fees/fines on their library record total \$5.00 or above.
  - c. Parents/Guardians for children with fines/fees \$5.00 or above will not be allowed to borrow items until the child's fines/fees are below the threshold of \$5.00.
  - d. At the discretion of the Circulation Supervisor, a library patron can arrange to pay fines over a three month period if the fines exceed \$20. The arrangement will be noted in the patron record; materials will not circulate to the patron until the outstanding balance falls below \$5.00.
  
2. **Damaged Items:** An item is considered damaged when its poor condition or missing components cannot allow it to circulate until repairs are made. Charges are made according the City's Fine and Fee Schedule. The fees range in price; final determinations are made by the Circulation Supervisor.

Some wear and tear, including but not limited to loose bindings, loose pages, and abraded covers, is considered normal. Patrons are not assessed for normal wear and tear of library items.

Often books are damaged beyond repair and must be replaced. Patrons are charged the same as if the book was lost.
  
3. **Lost Books:** Patrons are given the option to pay for lost materials or replace them with a duplicate item. The default price for all lost items is \$30 and includes overdue fines and a \$10 processing fee. Replaced items incur a \$10 processing fee. Overdue charges are waived for replaced/lost books.

#### **4. Collections:**

- a. Overdue notices are sent via U.S. Postal Service or e-mail according to the following schedule:
  - 1<sup>st</sup> notice: 3 days after due date.
  - 2<sup>nd</sup> notice: 4 days after 1<sup>st</sup> notice. (Item has been out for 4 weeks.)
  - 3<sup>rd</sup> notice/bill: 7 days after 2<sup>nd</sup> notice. (Item has been out for 5 weeks.)
  - Past due/collections notice: 7 days after 3<sup>rd</sup> notice. (Item has been out for 6 weeks.)
- b. Patrons owing fees for lost or damaged items will be sent to collections if the amount exceeds \$50 and arrangements have not been made with the library for payment. All library use privileges will be suspended.
- c. Patrons owing fees for items that have not been returned to the library and whose value meets or exceeds \$200 will be referred to the San Marino Police Department for further action. All library use privileges will be suspended.
- d. Patrons owing overdue fines exceeding \$5 will have their card blocked as outlined in policy item 1. All library use privileges will be suspended.
- e. Guardians are responsible for children's fines/fees; the policies listed above will be applied to adults for their children's fines/fees.

#### **5. Refunds:**

- a. Fees paid for overdue and/or damaged items are non-refundable.
- b. Fees paid for lost books are refundable within three months if the item is returned in undamaged condition with the payment receipt. A processing fee of \$10.00 will be retained.
- c. After three months, no refunds will be issued.
- d. A receipt is required to obtain a refund.

#### **6. Probationary Borrowers:**

- a. Patrons who have cleared accounts sent to collections have limited check out privileges for one year. They are allowed to borrow a total of five library items. This can be waived or altered upon permission from the Circulation Supervisor.

**City of San Marino Fines & Fees  
Effective July 1, 2011**

*Overdue Fines:*

Books & Materials	0.25/day \$5 Max.
Reference Books	1.50/day \$10 Max.
Feature Film DVD	1.50/day Max. \$10.00
Interlibrary Loan Items	2.00/day Max. charged by lender

*Material Replacement Fees:*

Processing Fee	10.00/each lost, damaged, "swapped" item
Magazine	5.00/issue + 5.00 overdue fee
Interlibrary Loan	Cost to Lender
Books, general collection	10.00 – 60.00
Reference Books	50.00 – 200.00
Media (DVD, CDs, Books on CD)	10.00 – 60.00
Misc. Piece Replacement	1.00 – 10.00
Cliff Notes	10.00

*Reserve Fees:*

Reserves (holds)	0.50/request
Replacement Library Cards	3.00

*Miscellaneous Service Fees:*

Interlibrary Loan (ILL)	5.00/item
Feature Film DVD Rental	2.00 for 7 days (Friends Revenue)
Notary	10.00/signature
Test/Exam Proctor	15.00/test

*Copier Fees:*

Copies from public copier	0.15/page
Copies from computers	0.15/page
Color Copies	1.00/page
Oversize paper	0.25/page

*Computer Lab:*

	50.00/hour; 4 hour minimum
Computer Configuration/IT Support	100.00/hour
Computer Lab Security Deposit	500.00

*Library Facility Rental:*

Community Group Rental	15.00-25.00/hr.; 2 hour minimum
Non-community Group Rental	30.00-75.00/hr.; 2 hour minimum
Cleaning Fee (when food/beverage served)	25.00-50.00
Set-up fee	25.00-40.00/hr.
Security Deposit	200.00
Staff Monitoring Fee (when library closed)	20.00/hr.
Insurance (unique conditions)	116.15

*Passport Fees:*

Passport Acceptance Fee	25.00
Priority Express Mail	12.72
On Site Photo Service	15.00