PHOEBE APPERSON HEARST LIBRARY
LEAD, SOUTH DAKOTA

BOARD OF TRUSTEES
OVERDUE AND FINES POLICY

PURPOSE
The purpose of charging overdue fines is to encourage prompt return of borrowed materials to make them available for use by other patrons

SOURCE
Hearst Library Board of Trustees and Hearst Library Director

POLICY
Fines will be charged for items that are overdue or not returned. Failure to pay fines will result in the borrower's account and/or library services being restricted or entirely blocked

PROCEDURE

- The library offers a six-day grace period for all circulating items with the exception of video material which have a three-day grace period
- After the grace period, fines for all print and audio material will accrue at a rate of fifty cents per week
- After the grace period, fines for video material will accrue at a rate of two dollars per day
- Renewals are limited to ten for print and audio material and two renewals for video items
- One email reminder notice will be generated prior to item due date
- One email overdue notice will be generated two weeks past the original item due date
- Overdue notices sent by this library are a courtesy reminder only
- Failure to receive notices due to inaccurate patron contact information does not exempt patrons from responsibility for overdue fees
- The final notice for the item now considered LOST, will be sent at thirty days past the original due date
- The final notice will request return or full replacement costs for the lost item(s)
- The final notice will be sent via US Mail
- Replacement cost for lost material will be charged at a consistent rate per fees listed below
- The library accepts payment in the form of cash, money order or personal check only
- At the time that the final notice is sent, the patron's borrowing privileges are suspended until the situation is resolved, at which time the account will be cleared of all blocks
- If recalled items are returned, payment of only the accrued overdue fines is required
- Overdue fees may be negotiated with library staff for partial payment and /or a payment plan
- Patrons may provide a replacement copy for lost or damaged library material on approval of library staff with payment of a five dollar processing fee
- If an item is found within 30 days of the date of payment a refund can be obtained for the cost of the item only if a replacement copy has NOT been purchased by the library
- Any processing fees associated with the fine will not be refunded
- Borrowing privileges may be permanently blocked due to non-payment for lost materials
- Total replacement costs of all materials are as follows:

  DVDs $25 Audio Books $40 Children's Books $20
  All Other Books $30 Minimum – amount to be determined by replacement cost
  Interlibrary loan materials will be billed at the rate determined by the lending library

Approved by:

Gary Lewis 12-16-24 Sarah Sheep 12-16-24

Library Board of Trustees President Date Hearst Library Director Date

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