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| POL-LIB-2017-04 | Issue No: 5.0 | September 22, 2016 |
| Prepared By: Elise Vidal | Page 1 of 5 | Approved By: Margaret M. Neill <i>Margaret M. Neill</i> |
| Fines & Fees Policy | | |

PURPOSE:

Branigan Memorial Library’s mission is to have a positive impact on our diverse community by providing lifelong learning and literacy resources. TBML provides access to materials and information to our users. In order to provide equal access to all, certain fines and fees are assessed.

POLICY:

1. Overdue fines:

Overdue fines apply to all library materials. Materials returned more than one day after the due date are assessed a fine. Please see *Borrowing Policy* for further information on fines. Fines are assessed according to the following chart:

| Item type | Fine |
|------------------|---------------|
| Books | \$.10 per day |
| DVDs | \$.50 per day |
| Audiobooks | \$.50 per day |
| Music CDs | \$.50 per day |
| Periodicals | \$.10 per day |

- a. All patrons are responsible for paying overdue fines.
- b. Twenty-eight (28) days after the due date, items are billed to a borrower’s account.
- c. The price listed in the library’s database is charged to the borrower’s account.
- d. Billed items returned in good condition will only be charged the overdue fine.
- e. If any items are returned damaged, incomplete, or not returned, the price of the item, plus a \$10.00 processing fee, is billed to the borrower’s account.
- f. Patrons may continue to check out items if their total fines do not exceed \$5.00.
- g. The maximum fine for each item returned in good condition is \$10.00.

2. Damage Fees:

Damage fees are added to items that have been damaged. This does not include normal wear and tear.

- a. Library staff will determine whether or not a fee will be assessed.
- b. Patrons are responsible for inspecting the condition of an item and informing staff of any condition problems prior to check-out.
- c. Fees are assessed according to the following chart:

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|--|----------------|
| Missing or damaged barcode | \$5.00 |
| Missing or damaged RFID Tag | \$5.00 |
| Missing or damaged spine label | \$5.00 |
| Missing CD if replaceable single disc from a multi-disc set | \$10.00 |
| Missing or damaged box | \$5.00 |
| Kit bag Replacement | \$6.00 |
| Books by Mail Bag | \$10.00 |
| Missing Playaway battery cover | \$3.00 |

3. Library replacement card fees:

- a. The first library card replacement is free.
- b. Subsequent replacement cards are \$5.00 each.

4. Computer printing fees:

- a. Copies are \$.10 cents per page.
- b. There are no refunds for printing.
- c. Staff does not print items for the public.
- d. The Resource Center does not charge for the printing of resumes, cover letters, or job applications up to 5 pages. Any other printing at the Resource Center will be \$.10 per page.

5. Interlibrary loan fees:

- a. Any fees for interlibrary loan are assessed by the lending library.

6. Copy machine fees:

- a. Copies are \$.10 cents per page.
- b. There are no refunds for copying.

7. Amnesty or fine reduction programs:

- a. The Library, at the discretion of the administrator and Library Advisory Board, may conduct up to 3 amnesty or fine reduction programs during a calendar year.
- b. Amnesty programs will allow Library staff to waive overdue fines for returned items during a specifically defined period. **Amnesty would not allow for waived fees for lost or damaged materials**

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- c. Fine reduction programs will allow Library staff to conduct programs, such as ‘Read Down Your Fines’ or ‘Food for Fines’, to waive fines for returned overdue materials. **None of these programs would allow for waived fees for lost or damaged materials.**

8. Laptop and Hotspot fees:

| Hotspot and Accessories | |
|---|-----------------|
| Mobile Hotspot | \$50.00 |
| Power Cord | \$10.00 |
| Entire Missing Hotspot Kit (including bag) | \$80.00 |
| Laptop and Accessories | |
| Laptop Computer | \$500.00 |
| Power Cord | \$20.00 |
| Carrying Case w/strap | \$20.00 |

| PEER REVIEW – ISSUE 1.0 | |
|---|---|
| Title: Library Administrator Renee Payne Frankel | Title: Library Manager Catherine Christmann |
| Title: Library Supervisor Elise Vidal | Title: Library Assistant Sr. Kelly Miller |
| Title: Library Assistant Ryan Roy | Title: Library Assistant Lanee Lujan |
| Title: Public Member Dolores Tellez | Title: Library Advisory Board, President Ellen Young |
| Title: Library Advisory Board, Vice- President, Jose Aranda | Library Advisory Board, Secretary Susan Pinkerton |
| Title: Library Advisory Board, Friends Liaison, Susan Fletcher | Title: Library Advisory Board, Member Sue Patterson |
| Title: Library Advisory Board, Member Sharon Shoemaker | Title: Library Advisory Board, Member Elsie Ramirez |

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| UPDATES | | | |
|----------------|-----------------|-------------|--|
| ISSUE | DATE | PAGE | DETAILS |
| 2.0 | August 24, 2017 | 2 | Amended: Item #4 under POLICY . |

| PEER REVIEW – ISSUE 2.0 | |
|--|---|
| Title: Library Manager Catherine Christmann | Title: Library Administrator Margaret Neill |
| Title: Library Administrator Renee Frankel | Title: Library Advisory Board, President Ellen Young |
| Title: Library Advisory Board, Vice-President Jose Aranda | Title: Library Advisory Board, Secretary Susan Pinkerton |
| Title: Library Advisory Board, Friends Liaison Susan Fletcher | Title: Library Advisory Board, Member Sue Patterson |
| Title: Library Advisory Board, Member Elsie Ramirez | |

| UPDATES | | | |
|----------------|--------------------|-------------|---|
| ISSUE | DATE | PAGE | DETAILS |
| 3.0 | September 28, 2017 | 2 | Amended: Items 4.b., 4.d., & 6.b. were added. 4.c. was originally located at 4.b. |

| PEER REVIEW – ISSUE 3.0 | |
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| Title: Library Manager Catherine Christmann | Title: Library Administrator Margaret Neill |
| Title: Library Advisory Board, President Ellen Young | Title: Library Advisory Board, Vice-President Jose Aranda |
| Title: Library Advisory Board, Secretary Susan Pinkerton | Title: Library Advisory Board, Friends Liaison Susan Fletcher |
| Title: Library Advisory Board, Member Sue Patterson | Title: Library Advisory Board, Member Elsie Ramirez |

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| UPDATES | | | |
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| ISSUE | DATE | PAGE | DETAILS |
| 4.0 | April 26, 2018 | 2 & 3 | Amended: Items 7., 7.a., 7.b., & 7.c. were added. |

| PEER REVIEW – ISSUE 4.0 | |
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| Title: Library Administrator Margaret Neill | Title: Library Advisory Board, President Jose Aranda |
| Title: Library Advisory Board, Secretary Susan Pinkerton | Title: Library Advisory Board, Vice-President Elsie Ramirez |
| Title: Library Advisory Board, Member MaryAnn Hendrickson | Title: Library Advisory Board, Friends Liaison Susan Fletcher |

| UPDATES | | | |
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| ISSUE | DATE | PAGE | DETAILS |
| 5.0 | April 22, 2021 | 3 | Number 8 was added. |

| PEER REVIEW – ISSUE 5.0 | |
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| Title: Library Administrator Margaret M. Neill | Title: Administrative Assistant Dan Carrillo |
| Title: Library Manager Steven Haydu | Title: Library Advisory Board, President Maryann Hendrickson |
| Title: Library Advisory Board, Vice-President Stephen Jones | Title: Library Advisory Board, Secretary Teresa Valenzuela |
| Title: Library Advisory Board, Member Jennifer Kreie | Title: Library Advisory Board, Member Patricia Gallegos |
| Title: Library Advisory Board, Member Jean Berlowitz | |