



# Center Line Public Library Department Policy

## Subject: Library Fines and Fees

### Number: 730-2013-001

### Effective Date: December 1, 2013

## 1.0 Purpose

- 1.1 Library materials must be made available to everyone in the community. In order to ensure the equitable access to materials, limits are placed on the amount of time a patron can borrow an item.
- 1.2 Charging patrons a daily overdue fee when an item is late helps promote the prompt return of library materials.
- 1.3 Charging patrons the full replacement cost for lost or damaged library materials allows the library to replace the item.
- 1.4 Unpaid fines will result in the loss of library privileges.
- 1.5 Not returning library materials is unlawful and prevents others from having access to that information and in many cases causes unexpected additional expenses as the Library needs to replace the item.

## 2.0 Scope

- 2.1 This policy affects every person who borrows materials from the Center Line Public Library.

## 3.0 Policy

### 3.1 Overdue Fines

- 3.1.1 The Library will charge a fine for each day that a library item is late according to Table 3.1.2.

#### 3.1.2

<u>Item Type</u>	<u>Period</u>	<u>Daily Fine</u>	<u>Max Fine</u>	<u>Renewals Allowed</u>
Book	21 day loan	\$.25 day	\$5 max	2 renewals
New-Book	21 day loan	\$.25 day	\$5 max	1 renewal
Paperback	21 day loan	\$.25 day	\$5 max	2 renewals
Large-Type	21 day loan	\$.25 day	\$5 max	2 renewals
CD-Book	21 day loan	\$.25 day	\$5 max	2 renewals
CD-Book-New	21 day loan	\$.25 day	\$5 max	1 renewal
CD	21 day loan	\$.25 day	\$5 max	2 renewals

New-BD2Day	2 day loan/1.00 day/\$5 max/0 renewals
BD-7Day	7 day loan/1.00 day/\$5 max/0 renewal
New-DVD	2 day loan/1.00 day/\$5 max/0 renewal
New-7Day	7 day loan/1.00 day/\$5 max/0 renewal
DVD-7Day	7 day loan/1.00 day/\$5 max/0 renewal
Deposit Book	21 day loan/.25 day/\$5 max/deposit \$20/2 renewal
Kit	21 day loan/.25 day/\$5 max/2 renewal
Magazine	7 day loan/.25 day/\$5 max/2 renewal
American Girl Doll	7 day loan/2.00/day/\$120 max/0 renewal

- 3.1.3 Unpaid Library Fines will follow the procedures in Table 3.2.2 with the exception of the Final Stage.
- 3.1.4 If a library fine remains unpaid after the 3<sup>rd</sup> Overdue Notice (see Table 3.2.2) the library record will be Barred, including any other library cards the person is responsible for. If the record is a minor, the responsible adult's library card will be Barred, including all other library cards the responsible adult is responsible for.
- 3.1.5 It is the library card holder's responsibility to keep their contact information up to date with the Library.
- 3.1.6 It is the library card holder's responsibility to renew materials on time, check their library record, check their email and phone messages, and pay any fines charged.
- 3.1.7 Once a library card reaches fines of \$5.00 or more, the card will be Blocked meaning no further items may be checked out. Any fines at all on a library card will block the user from logging in at the library's public computers.
- 3.1.8 Library patrons may avoid overdue fines by renewing materials:
- 3.1.8.1 Over the phone at 1-877-270-1273 (24 hours)
  - 3.1.8.2 Over the phone at 586-758-8274 (open during library hours)
  - 3.1.8.3 Online at [www.centerline.gov/library](http://www.centerline.gov/library) or by logging in at <http://sbrb.ent.sirsi.net/client/default>
  - 3.1.8.4 In person at the Library
  - 3.1.8.5 Other arrangements may also be made in extenuating circumstances but it is the library patron's responsibility to contact the Library to seek further assistance.

### 3.2 Lost Library Materials

3.2.1 Library materials that have not been returned to the library within 90 days of the original due date are subject to the process detailed in Table 3.2.2.

3.2.2

<b>1<sup>st</sup> Overdue Notice</b>	<b>Email message or phone call</b>	<b>Automatic from library's computer system</b>
<b>2<sup>nd</sup> Notice</b>	<b>Phone call from library staff member</b>	<b>30 days after the 1<sup>st</sup> Overdue Notice</b>
<b>3<sup>rd</sup> Notice</b>	<b>Letter in the mail from the Library Director</b>	<b>30 days after 2<sup>nd</sup> Notice</b>
<b>Final Stage</b>	<b>If materials are still not returned, the Library will notify Public Safety of any suspected ordinance violation</b>	<b>30 days after 3<sup>rd</sup> Notice</b>

3.2.3 Minors are not responsible for materials or fines accrued on their library card. It is the responsibility of the adult who signed for the library card (in most cases it is one of their parents). The person who signed responsibility for the library card will receive the communications listed in Table 3.2.2 including the Final Stage.

3.2.4 If a minor has unreturned materials or unpaid fines, the responsible adult's card will be Barred until the materials are returned (or replaced) or the fine is paid.

3.2.5 The library will accept the replacement of items instead of original library materials only if the ISBN number on the item is an exact match or with the approval of the Library Director.

### **3.3 Damaged Library Materials**

3.3.1 Library card holders are responsible for replacing or paying for damaged library materials as with any other fine and the procedure will be the same as Lost Library Materials as detailed in Table 3.2.2

### **3.4 Fees**

- 3.4.1 Prints from computers                      \$0.15 per page
- 3.4.2 Copies from copy machine                \$0.10 per page
- 3.4.3 DVD rentals, new & feature films        \$1 for 2 days
- 3.4.4 DVD rentals, television series            \$1 for 7 days

## 4.0 Definitions

- 4.1 **Barred:** When a library card is blocked from being used until an issue is resolved.
- 4.2 **City:** City of Center Line, Michigan
- 4.3 **Extenuating circumstances:** The Library Director may reduce or waive fines at his or her discretion when appropriate. The director's designee may reduce or waive fines up to the amount of \$25.00. When fines are waived, a note will be entered in the patron's record with a brief reason why fines were waived and will include the staff member's initials and the date.
- 4.4 **Final Stage:** This begins 30 days after the 3<sup>rd</sup> Overdue Notice. The library will notify public safety of any suspected ordinance violations.
- 4.5 **ISBN:** International Standard Book Number. Number of an item, often near or in the universal barcode which is unique to its format or version. For example, a book title has two different ISBN for a regular type book and a large type book.
- 4.6 **Library:** Center Line Public Library. Note: items that belong to the library are property of the City of Center Line as the library is a department of the City.
- 4.7 **Library materials:** The most common items are books, movies, audio books, and music CDs but it can be any item purchased by the library department that is made available to the public to borrow or use.
- 4.8 **Library record:** Information collected about an individual such as name, address, telephone number, email and driver's license number or other identifying information as well as information about materials checked out to a patron. It does *not* include social security numbers.
- 4.9 **Lost library materials:** Library items that have been checked out to a patron and not returned, also known as unreturned library materials.
- 4.10 **Minors:** A person aged less than 18 years.
- 4.11 **Public Safety Department:** Center Line Police
- 4.12 **Replacement cost:** The replacement cost is determined by the Library Director. For example, for books, the computer system automatically charges the library user the amount of the book plus a processing fee to cover additional materials such as book covers, barcodes, labels, and time spent re-processing the item.
- 4.13 **Responsible adult:** The adult who applied and signed for a minor's library card. This means any materials or fines on the library card must be returned or paid by this person and not the minor.
- 4.14 **Unreturned library materials:** Library items that have been checked out to a patron and not returned, also known as lost library materials.

## **5.0 Responsibilities**

- 5.1 It is the responsibility of the Library Director or the director's designee to enforce this policy.

## **6.0 Procedures**

- 6.1 Minors: If a minor has unreturned materials or fines on their library card, it is the responsibility of the adult who signed for the card. If the minor reaches the age of 18 before their materials are returned or fines are paid, they will be allowed to have a library card in their own right without restriction from the fines.
- 6.2 The responsible adult of a minor's library card will be responsible for any materials or fines on the library card. If a minor has unreturned materials or unpaid fines exceeding 60 days, the responsible adult's card will be Barred until the materials are returned or replaced, or the fine is paid.
- 6.3 Anytime a library record is Barred, library staff will enter notes detailing the reason why. If a minor receives a new library card as an adult, the previous library card number will be mentioned in the notes.

## **7.0 Authority**

- 7.1 This policy was approved by the City Manager on October 10, 2013.
- 7.2 This policy was approved by City Council on November 4, 2013.
- 7.3 This policy was reviewed by the Director of Public Safety on January 8, 2013.
- 7.4 This policy was reviewed by the Library Commission on June 13, 2013.

-----**Employees are not responsible for information below this line**-----

## **8.0 References**

The following references were used in preparation of this policy.

- 8.1 City of Center Line City Policy Number 101-2012-001
- 8.2 City of Center Line City Charter, Libraries, reading rooms; use, restriction, Sec. 2-221, p. CD 2:17, Code 1962, § 2-323
- 8.3 City of Center Line City Charter, City Council Authority, Sec 2-222, p. CD 2:17, Code 1962, § 2-321
- 8.4 City of Center Line City Charter Article IV Sec 46-116, Damage to library materials.
- 8.5 City of Center Line City Charter Article IV Sec 46-117, Larceny from libraries.

8.6 The Library Privacy Act 455 of 1982.  
[http://www.legislature.mi.gov/\(S\(x4fqqt3aqa5etmrzosbiw545\)\)/mileg.aspx?page=GetObject&objectname=mcl-Act-455-of-1982](http://www.legislature.mi.gov/(S(x4fqqt3aqa5etmrzosbiw545))/mileg.aspx?page=GetObject&objectname=mcl-Act-455-of-1982)

## **9.0 Revisions**

9.1 This policy shall be reviewed as necessary.