



Fines and Fees Policy

General

1. Fines for lost and overdue library materials and fees (including any other monetary charges) will be in accordance with this policy, and any attached schedule of fines and fees approved by the Library Board of Trustees (Board) and reviewed on a yearly basis.
2. Library staff will notify patrons that library materials are overdue. Staff will not call patrons to collect overdue fines. Patrons are informed of their fines by the computer when they return to the library to charge out more materials.
3. There will be a maximum fine charged per book.
4. Fines start to accrue for an item on the day following their due date. If a patron accrues a fine of a pre-determined amount, the computer will automatically mark the patron delinquent. If a patron has six or more books out that are overdue, the computer will mark the patron delinquent. Library staff will then have the option of temporarily suspending borrowing privilege until the delinquency is cleared up.
5. When a patron loses library materials the patron is responsible for paying the list price for the item or items. At the discretion of the Director, the payment may be less.
6. Damage to Library material must be paid for. The Director will assess fines for damages taking into consideration the current replacement price using the price indicated on the Shelf List label, and the amount of damage done to the item.
7. Lost materials will be paid for using the current replacement price indicated on the Shelf List label. (Any unreturned material is automatically considered "Lost" after 120 days and the cost will be added to the patron's record)
8. The amount of checks returned to the library for insufficient funds will be added to a patron's fine record, along with any bank charges incurred by the library, if the check and any bank charges are not made good by the borrower.
9. Fines accumulate until the item is returned and borrowing privileges at all Mid-York libraries may be suspended until the fines are paid. Library fines can be paid at any Mid-York Library.
10. Overdue materials accumulate fines until returned even if the patron doesn't receive an overdue notice.

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11. Money paid for lost items will not be refunded after 30 days and any refunds for lost items will be paid by check from the Treasurer of the Library.

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A schedule containing fines and fees shall be prepared by the Library, approved by the Board and the latest version thereof filed with this policy.

Adopted: February 10, 1988 (as Fines and Lost Library Materials)

Revised: May 20, 2015 (as Fines and Fees Policy)