

6C | Fees and Fines**Revised:** 6/10/20**Purpose**

The Library assesses some fees and fines for lost, stolen, and damaged materials, but does not generally assess daily overdue fines. The authority for the Library to do so is granted by the Illinois Public Library District Act and is predicated in large part on the responsible sharing of library materials by library patrons as well as on the timely return of borrowed materials in the same conditions as when they were borrowed.

Guidelines

As lending periods vary, items will be designated long-overdue or lost if not returned within sixty (60) days following the prescribed due date. Accounts with such long-overdue or lost items may be referred to a collection agency or may also be referred to law enforcement for prosecution under the “Theft of Library Materials by Failure to Return” clause in the Public Library District Act.

Lost or damaged items, and items overdue by sixty (60) or more days may also be subject to one or more of the following:

- A penalty equal to the replacement cost of the item(s)
- Penalties related to the retrieval of the item(s) including collection agency fees
- Penalties related to criminal prosecution
- Processing fees to cover the expense of acquiring and preparing a replacement item to be added back to the collection.

The Library may accept replacement copies of any lost or stolen materials so long as the materials are in the exact same format as the item(s) originally borrowed and in new condition. The Library reserves the right to decide not to re-instate a lost or stolen item to the collection, as well as the right to deny any submitted replacement materials.

Persons committing willful acts that result in damage, destruction, theft, or misplacement of any library property may be barred from further use of the Library and its collections. Library privileges may be reinstated once sufficient restitution has been made to the Library.

Responsible Parties

Parents or guardians who sign on as the responsible party for a minor or adult in their care shall be denied borrowing privileges when any cardholder for whom they are financially responsible

has incurred any fines or fees beyond the threshold of cards in “good standing.” See below for the definition of cards in “good standing.” Borrowing privileges will be reinstated once all fines and fees are cleared entirely or reduced to below the existing threshold.

Lost or Stolen Library Cards

In the event a library card is lost, stolen, or suspected of being stolen: the person to whom the card has been issued agrees to notify the Library as soon as possible of the lost or stolen card. If theft is known or suspected, a report to local law enforcement is strongly recommended. By failing to provide notice, any unauthorized loans initiated with a lost or stolen library card will be the liability of the cardholder up to a maximum of \$100.00 or the total monetary value of the item(s) borrowed, whichever is less.

Replacement fees for lost or stolen library cards may apply.

Definition of Good Standing

Card accounts are in good standing if the following conditions are met:

- Fees and/or fines do not exceed \$10.00;
- Materials borrowed are not long-overdue;
- The account itself is valid and not expired; and
- No other blocks or restrictions have been placed on the account.

Related Policies:

Library Cards

Materials Lending

Interlibrary Loans

Conduct | Code of Conduct

Adopted: 3/12/03

Revisions/Reviews: 5/18/19, 10/12/16, 12/10/14, 5/8/13, 10/9/11, 3/9/11, 6/14/06, 12/10/03

