

# Policy Manual



Rev. Date: 06-20-18

Policy No.: CIR-4

*Adopted by the Library Board 11-30-2002*

## Public Library System

## Fines & Fees

### Policy Statement:

In accordance with the City of Scottsdale Revised Code, § 20-20, all cardholders are responsible for materials borrowed on their card. The Library Director may impose and collect fines for the infringement of the established rules and regulations and may suspend or revoke the borrowing of any book or other material by a cardholder who has failed or refused to pay any fine or to return any book or other material by the due date set by the Library Director.

### Regulations:

1. A patron becomes delinquent when the charges on his/her account reach \$10.00. Borrowing privileges are suspended until the total charges owed are less than \$10.00.
2. Staff has the option of waiving or reducing a charge in accordance with the Library's established, written procedure: "Waiving Fines & Fees".
3. All library debts are discharged when listed in a patron's bankruptcy.
4. In accordance with the Library's waiving procedures, a police report (filed within 60 days of items being due) is necessary for the Library to consider waiving related fees on items stolen from the patron or checked out on a lost/stolen library card.
5. Patron may be given a refund within 30 days of payment for lost items. Return of the library item in reusable condition and proof of payment showing method of payment are required for a refund.
6. Cash refunds up to \$50.00 are allowed for transactions paid by cash or traveler's checks. Cash refunds up to \$10.00 are allowed for transactions paid by personal checks. Refunds for check transactions over \$10.00 must be issued by City check through the Accounts Payable department. Transactions processed by credit card must be refunded on the same credit card.

### Overdue Fines per Item

New Books, New DVDs, Most Wanted Collection	\$ .50 per day
Interlibrary Loan Materials	\$ 1.00 per day
All Other Items	\$ .20 per day

### Maximum Overdue Fines per Item:

Children's and Teen Materials	\$ 5.00
Adult Materials	\$ 10.00

**Additional Fees:**

Holds and Interlibrary Loan Materials Not Picked Up	\$ 1.00 each
Lost or Damaged Materials	Item cost (replacements not accepted)
Lost or Damaged Disc (Audio-book set only)	\$ 10.00 per disc
Lost or Damaged Miscellaneous Supplemental Materials/Contents	\$ 5.00 per item
Lost or Damaged Brain Box (Early Literacy Kits)	\$ 180.00 per kit
Lost or Damaged Brain Box Pieces	\$ 12.00 per piece
Lost or Damaged Book Club to Go Tote Bags	\$ 20.00 per bag
Collection Agency Fee	\$ 15.00
Returned Check & Credit Card Chargebacks	\$ 25.00