

## Fines and Fees Policy

Overdue fines are assessed for items returned past their due date to encourage Library users to return the materials by the designated return date so that these items are available to other users. Overdue fines for books, magazines, and audiobooks will not exceed \$4. DVDs will not exceed \$10, laptops will not exceed \$50 and Sci-Port passes will not exceed \$25 in overdue fines. Sci-Port passes will be voided and no longer accepted at Sci-Port after five days of not being returned. **Failure to return laptop and all accessories by the due date may result in the police being notified.**

Lost or damaged items are assessed at their current, full replacement cost plus a processing fee. The Library will accept replacement items; however, the item replacement must be in excellent condition, be consistent with material it is replacing, and cannot be used or a previous library copy. The Library will not refund any money paid for lost/damaged items. Once an item is paid for, it belongs to the patron (EXCLUSION: LAPTOPS).

Managers have the option of waiving or reducing charges if they determine extenuating circumstances occurred, such as fire, theft, etc. and may ask for official documentation.

### Fines

<u>Material Type</u>	<u>Overdue Fines</u>	<u>Damaged/Lost Cost</u>
<b>Books, Magazines, Audiobooks</b> .....	\$0.10/day .....	replacement cost
<b>Interlibrary Loans (ILL)</b> .....	\$0.25/day .....	determined by lending library
<b>DVDs</b> .....	\$1.00/day .....	replacement cost
<b>Laptop Computers</b> .....	\$10.00/day .....	\$600.00
<b>Laptop Bag</b> .....		\$25.00
<b>Laptop AC adapter/power cord</b> .....		\$60.00
<b>Laptop Battery (Lost/Damaged replacement)</b> .....		\$75.00
<b>Sci-Port Passes</b> .....	\$5.00/day .....	N/A
<b>Overdrive eBooks, etc.</b> .....	No fines .....	N/A
<b>Replacement card (lost or stolen)</b> .....		\$1.00
<b>Barcode/RFID tag</b> .....		\$1.00
<b>Audiobook replacement CD (if available)</b> .....		\$10.00
<b>Audiobook replacement case (small/medium)</b> .....		\$8.00
<b>Audiobook replacement case (large)</b> .....		\$13.00
<b>DVD replacement case</b> .....		\$2.00
<b>DVD/CD artwork</b> .....		\$1.00
<b>CD sleeves</b> .....		\$1.00
<b>Processing fee (Lost/Damaged item replacement)</b> .....		\$5.00
<b>Laptop processing fee (Lost/Damaged replacement)</b> .....		\$10.00
<b>Magazine Processing fee (Lost/Damaged item replacement)</b> .....		\$2.00

## Value-added Services

The library underscores its commitment to provide free basic library services to its citizens of Bossier Parish. This policy sets forth fees associated for value-added services for photocopies, printing, and faxes. These fees help the library defray costs, conserve resources, and ensure equity-of-access standards.

### Photocopies and Prints

It is the library's objective to provide easily accessible information that meets the patrons' needs. They may use copy machines to photocopy information from Library materials. Patrons may also print or copy personal materials and may be allowed to use their own paper at the discretion of staff. Fees still apply when using own paper.

### Fax Requests

This service is provided to offer increased convenience to patrons who need to retrieve and deliver documents quickly.

When materials must be faxed between branches, it is difficult to determine in advance whether the information meets the patron's need. For this reason, the library does not charge for faxed information when the patron in the receiving branch evaluates its usefulness and returns the material to the desk. The library will not fax copies of materials for which contractual agreements prohibit photocopying. Faxing may not be available at all locations.

### Temporary Internet Usage Pass

This service is provided to assist patrons who need to access the Internet but are unable to because of fines blocking their account.

Current library patrons with delinquent fines may pay \$1.00 to get a Temporary Internet Usage Pass in order to use a computer. The temporary Internet usage pass may be used for a two-hour Internet session. Only one temporary Internet usage pass per day may be issued to a patron. The \$1.00 fee will be applied to the patron's library account in an effort to decrease fines owed to the library.

### Fees

<u>Services/Materials</u>	<u>Charge</u>	<u>Fee</u>
Photocopies – Black & White .....	per page.....	15¢
Computer printing – Black & White .....	per page.....	15¢
Photocopies – Color .....	per page.....	25¢
Computer printing – Color .....	per page.....	25¢
Faxes (sending).....	every 20 pages.....	\$1.00
Faxes (receiving).....	per page.....	15¢
Temporary Internet Usage Pass.....	1- two (2) hour session.....	\$1.00
Memory (Flash) Stick.....	per unit.....	\$4.00
Headphones/Earbuds.....	per unit.....	\$1.50

## **Scanning Service**

Scanning of personal documents to a USB flash drive or to an email address is provided free of charge. To ensure fair and equitable access to this service, patrons:

- Must provide their own USB flash drive
- Are allowed two (2) scans per patron per day
- Are allowed a maximum of 30 pages total
- Must type in the address if scanning to an email address (scanning to an email address is not available at all library locations)

## **Acceptable Payment Methods**

The library accepts payment in cash or personal check. Checks will be accepted for the exact amount of fines and/or fees only. Patrons must have a current library card in good standing with correct name, address, and telephone number, and a picture ID to be able to use a check as a payment method.

Checks are accepted only in U.S. dollars and drawn on a U.S. bank. Checks must have a valid, nine-digit bank routing number (ABA code) MICR-encoded and the account number on the bottom of the check. The library cannot accept checks that need a pre-authorization code, starter checks or checks with names and/or addresses handwritten or typed in. Checks must be filled out completely and signed in blue or black ink only.

A valid, legal form of photo identification must be provided for verification purposes.

Charges for the amount of original payment will be added back to a patron's account when a check is returned from the bank for any reason. Borrowing and other library privileges may be suspended until payment is made to the library in accordance with this policy.

Bossier Parish Library reserves the right to refuse a check as a payment method for any reason.

Approved by: Library Board of Control Original Approval: Prior to 2005 Revisions: August 2013 (increased fines w/an effective date of Jan 1, 2014); Jan 2016 (added Magazine Processing Fee, updated lost/damaged fees, separated Fines & Fees Policy from Materials Lending Policy, updated Scanning Service) Feb 2016 (added Laptop fines & fees) May 2016 (updated acceptable payment methods)
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