

Fines and Fees Policy

Approved by: Library Board of Control, Date: Prior to 2005, Revised: Sep 2016

Introduction

Bossier Parish Library strives to maximize access to all library materials. The library and its patrons share a responsibility for the collection and as such, the library expects its patrons to return borrowed materials on time and to treat them with care. To help ensure that materials are available for all, the Library Board of Control establishes fees for overdue, damaged, lost materials, and processing fees.

Overdue, Lost, and Damaged Fines

Donated materials may be accepted in lieu of replacement costs for the exact item in new condition.

Patrons are responsible for the cost of replacing lost or damaged materials. Such cost is the replacement cost plus, as appropriate, the costs of recovery, reordering, and reprocessing.

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

No refunds will be issued for lost/damaged materials.

Failure to return non-traditional materials and all accessories by the due date may result in the police being notified.

<u>Material Type</u>	<u>Daily Fine</u>	<u>Max Fine</u>	<u>Lost/Damaged Replacement Costs</u>
Books, Magazines, Audiobooks	\$ 0.10	\$ 4.00	MSRP/List price*
Interlibrary loans	0.25	unlimited	As set by lending library
DVDs	1.00	10.00	MSRP/List price*
Non-traditional items valued up to \$50	1.00	10.00	MSRP/List price*
Non-traditional items valued over \$50	5.00	50.00	MSRP/List price*
Non-traditional item accessories			MSRP/List price*
Replacement card (lost/stolen)			\$ 1.00

**Manufactured Suggested Retail Price (MSRP) or List price determined at time of purchase from library vendors.*

Processing Fees for Lost/Damaged Materials

<u>Material Type</u>	<u>Fee</u>
Print materials (lost/damaged replacement)	\$ 5.00
Magazine (lost/damaged replacement)	2.00
Barcode/RFID tag	1.00
Audiobook replacement CD (if available)	10.00
Audiobook replacement case (small/medium)	8.00
Audiobook replacement case (large)	13.00
DVD replacement case	2.00
DVD/CD artwork	1.00
CD sleeves	1.00
Non-traditional materials*	10.00
Collection Agency	10.00
Recovery (police involvement)	100.00

**Sci-Port passes will be voided and no longer accepted at Sci-Port after five days of not being returned.*

**Technology devices will be deactivated within 24 hours after due date if not returned on time.*

Collection of non-returned Materials

Patron accounts with non-returned materials totaling \$25.00 or more may be given to a collection agency after overdue notices have been sent. Additionally, fines owed by those patrons will be turned over to the agency. Patron information will not be sent to Credit Bureaus.

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 Printing

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 & Printing – Black & White	per page	\$ 0.15
Photocopies & Printing – Color	per page	0.25
Faxes (sending)	every 20 pages	1.00
Faxes (receiving)	per page	0.15
Temporary Internet Usage Pass	1 – two 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.