

## FINES AND FEES<sup>1</sup>

### OVERDUE MATERIALS FINES

The Hussey-Mayfield Memorial Public Library is operating on a fine free basis for overdue materials. Evergreen Indiana items checked out at the Hussey-Mayfield Memorial Public Library will not accrue fees for overdue materials.

Overdue fines for Interlibrary Loan materials, those borrowed from non-Evergreen Indiana libraries, are determined by the lending library and will be passed on to patrons who return ILL materials late.

### LOST AND DAMAGED MATERIALS FEES

Lost and damaged materials fees that accumulated on a patron's account prior to January 18, 2005 will remain in the account until paid.

In addition to the current replacement cost of an item, a fee to cover the time spent by Library staff to process records for lost or damaged materials may be charged.

If an exact duplicate of a lost or damaged item is given to the Library by the patron who lost or damaged it, a fee to cover the time and materials spent to restore the item to the Library's collection may be charged.

If Library staff finds items returned to the Library that have "flags" such as post-it notes, paper clips, tape, folded pages, etc. left in them, which can damage the items and that also require staff time for removal, a warning letter will be sent to the last customer checking out the item, advising that future such incidents will incur a pre-determined "per-flag" fee.

### COLLECTION AGENCY FEES

If a patron is referred to a collection agency, any fees associated with the agency's services will be passed on to the patron.

### FAILURE TO PICK UP HOLDS FEE

Patrons are notified when an item on which they have placed a hold has become available for their use. Failure to pick up these holds within a set period of time may result in the assessment of a fee to the patron's account.

### LOST OR STOLEN LIBRARY CARD FEE

The first replacement Library card is free. After that, a fee will be assessed for replacement Library cards.

*Library cards that are no longer usable from normal wear and tear will be replaced at no charge.*

***A list of current Fees charged by the Library can be found on the Policy Page of the Library's website listed under the Fines and Fees Schedule and at a Library Circulation Desk.***

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<sup>1</sup> Information about current fines and fees is available at the Circulation Desks at the Library and on the Library's website.