

Topic: Collection Development and Management – Circulation

3.10 Overdue Materials and Fines

Board Motion Number:	17.025
Date of Original Board Motion Number:	November 19, 2007
Date of Current Issue:	March 28, 2017
Date of Next Review:	2017
Attachments:	None

Signature of Board Chairperson (and Date):

Policies

The North Kawartha Public Library will set the terms for handling overdue material charges and fines.

Procedures

1. All patrons, especially new borrowers, should be made aware of the fines policy. Signs should be posted at the circulation desk and on the website, and the fine policy should be printed on overdue notices.
2. Overdue charges shall be incurred at the rate of \$.20 cents per day for books, magazines or audiobooks and \$1.00 per day for DVDs. The maximum fine per item shall be \$7.00.
3. Overdue charges will be collected from the patron and placed in the cash drawer. The amount will be noted on the daily cash sheet and identified as an overdue fine.
4. Before contacting patrons for overdue materials and fines, staff will check regular shelves, reserve shelf, and repair shelf, in case items were returned and incorrectly shelved.
5. No renewals, loans or internet use will be permitted until outstanding fines are paid in full.

6. If the overdue items are not returned after three months, a final notice (accompanied by an invoice for the replacement cost) will be sent. The final notice will state that until the overdue items are returned, no further loans will be made to the patron.
7. If overdue items are not returned but the patron pays a replacement cost as indicated on the invoice, the amount is recorded on the daily cash sheet. A receipt should be issued to the patron.
8. For items which are long overdue, a shelf check should be done at intervals. After a year, the items will be declared lost and the bibliographic records for that item will be discarded.
9. Overdue charges and unpaid fines are recorded in the patron information file in the Library Software so that no further material will be issued to these patrons.
10. Fines for Interlibrary Loan material will be set by the lending Library.
11. The Circulation Desk Handbook (available at the circulation desk) will contain detailed procedures for handling overdue materials and fines on the computer.