



FLON PUBLIC LIBRARY

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POLICY: Overdue/Lost/Damaged Material Fines and Fees

POLICY STATEMENT

A public library exists to serve the community and is based on the concept of sharing resources. When one person violates that principle by losing, destroying, or retaining materials beyond the established limits, that person takes unfair advantage of the community as a whole.

PURPOSE

The purpose of this policy is to provide a framework for when the Library may or may not charge monetary fines and/or fees.

SCOPE

This policy applies to all patrons and members of the Flin Flon Public Library.

FEES AND FINES

The library does not charge late fees, provided the material is returned within 30 days of its due date. The material may be renewed within the 30 days, if there are no other patron holds on the material. The renewal resets your return date to within 30 days from your new due date. However, under the following circumstances, fines and/or fees are charged:

A. Inter-Library Loan (ILL) Books

ILL books returned late incur a charge of \$1.00 per day per item to a maximum of \$50.00 per membership account.

B. DVDs

DVDs returned late incur a charge of \$1.00 per day per title to a maximum of \$50.00 per membership account.

C. Lost or Damaged Items

Items that are lost or damaged beyond repair incur a charge equal to the current replacement value of the item. There is no cap on the replacement cost charged to a

patron's account for unreturned Library material. Replacement fees cannot be waived. Patrons cannot provide replacement copies of lost, damaged, and/or unreturned Library material.

GENERAL

A. Payment of Replacement Costs

For payment of replacement costs, the Library accepts cash, debit/credit cards, or e-transfer (ffpl-admin@shaw.ca, choose any question you like and make the password Library1957). Patrons will not be allowed to borrow any Library material until all replacement costs have been paid in full.

B. Minor Children

Parents/guardians of minor children with late fines or lost, damaged, and/or unreturned Library material are responsible for fines and the full cost of replacement.

C. Exceptions

Exceptional circumstances will be treated on a case-by-case basis by the Library administration and fee/fine collection may be adjusted accordingly. Examples of exceptional circumstances include, but are not limited to, patron illnesses or death, natural disasters, pandemics, or Library closures.

TIMELINES

It is incumbent on a patron to advise the Library of changes in contact information (i.e., address, phone number(s), emails, alternate contact information). Should the Library not be able to contact a patron due to outdated contact information, the following timelines still apply:

Week One The patron with late library material will receive a phone call, or email, from the Library advising they have late Library material.

Week Two The patron with late Library material will receive a second follow-up phone call, or email advising Library material remains overdue.

Week Three The patron with late Library material will be advised by phone call, or email of the current replacement cost of the Library material if not returned within one month from the original due date.

If at this point the Library has not been able to contact the patron by phone, or email, a letter will be sent to the patron's home address on file.

Week Four The Library removes the overdue material(s) from its catalogue, orders a replacement copy, and charges the patron's account the full current replacement value of all item(s).