

**Fort Edward Free Library
Policy Manual
Fees and Charges Policy**

Outstanding Debt

Any adult card with a charge of \$5 or more, and any juvenile card with a charge of \$1.50 or more, to any library in SALS, will have all privileges suspended until the account is brought below those monetary thresholds.

Lost and Stolen Cards

The initial card is free. Replacement cards with a new barcode will cost \$1.00 for adults and teens, and \$.50 for children

Overdue Notices and Bills

When an item is one (1) week overdue, the patron will receive a reminder phone call or email. When an item is two (2) weeks overdue, the patron will receive a second reminder phone call or an email. When an item is four (4) weeks overdue, the patron will receive a bill. The computer automatically tallies fines based on the patron's borrower class and the number of days an item is overdue. After six (6) weeks overdue accounts may be referred to a collection agency for the purpose of additional collection procedures.

Fines and Lost Item Charges

Adults and teens are charged 10 cents per day with a maximum fine of \$4.00 per item. Adult and teen patrons owing \$4 or more will not be in good standing. Juvenile patrons are charged 5 cents per day with maximum of \$1.50 per item. Juvenile patrons owing \$1.50 or more will not be in good standing. Fines for paperbacks are a maximum of \$1 per item (children, teen and adults). Video and DVDs are \$1 a day. Sundays and holidays are excluded from overdue fees.

Replacement Fee

Any item that is overdue 30 days is considered lost. Patrons will automatically be charged a replacement fee for lost books. The replacement fee is the current full replacement value of the item, not its original cost. If a lost item is found and returned in good condition the patron will be refunded the replacement fees and only charged the overdue fine.

Damaged Materials

If materials are damaged so as to be judged by the Library as being unsuitable for the collection, the patron must pay the replacement cost. This rule does not apply to video or audio tapes that are damaged due to normal wear and tear. A notice of these charges will be sent to the borrower.

Fees

The Fort Edward Public Library charges a fee for late, lost and damaged material. Overdue accounts may be referred to a collection agency for the purpose of additional collection procedures.

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