

TOWN OF VEGREVILLE LIBRARY BOARD POLICY MANUAL

Category: Library Operations

Policy Number: LIB-03-005

Title: Fees & Fines

1. The Vegreville Centennial Library has a fee structure for various library programs and services to cover the costs that are connected to those services. Fees are charged as listed in the Bylaws.
2. The Library has a fine structure in place to encourage the return of borrowed materials on-time and in good condition as well as to encourage the proper care of library cards. Fines are levied for overdue materials and fees are charged for damaged or lost materials, as listed in the Bylaws.
3. Cardholders are responsible for all materials charged out on their Library card. A date due slip is given out at the time of the loan. It is the cardholder's responsibility to ensure the items are returned on time.
4. When materials that are borrowed from the Vegreville Centennial Library are returned to the library after the due date, a fine will be levied on the cardholder in whose name such materials were borrowed. Fines are listed in the Bylaws.
5. Any patron returning a Vegreville Centennial Library item damaged beyond normal wear and tear will be charged the cost of replacement as listed in the item record. This charge may be waived or returned if an exact replacement copy in new or pristine condition is provided by the cardholder.
6. The extent of the damage will be determined by Library staff, in consultation with other authorities as appropriate.
7. Smells caused by scents can easily be absorbed into some of the library materials owned by the Town of Vegreville Library Board, most notably print books. Patrons are expected to take reasonable steps to ensure that library materials do not absorb smells while those materials are signed out to them or while they are using those materials at the Library. Lingering smells that have been absorbed by Library materials constitute damage to library materials.
8. Overdue items will be assigned the status of lost once they've reached their maximum overdue fine limit.
9. Any patron who has lost a Vegreville Centennial Library item will be charged the cost of replacement as listed in the item record. Should the item be found and returned to the library within the fiscal year, the Library will return the replacement cost.
10. A patron who damages or loses an interlibrary loan (ILL) will be charged the loaning library's rate, as described in the Bylaws.
11. Patrons who damage or lose an interlibrary loan item from another TRAC library will be charged the cost of replacement as listed in the item record. The loaning library's charges will NOT be returned if the item is found or a replacement copy is provided by the cardholder.

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Continuation of Policy Number: LIB-03-005

Title: Fees & Fines

12. At times, libraries outside of Alberta charge fees for sending inter-library loans. These fees vary and must be paid by the patron.
13. If the item record does not include a price, then the default fee as defined by NLLS should be levied.
14. When an individual cardholder's unpaid charges reach a total of \$10.00 or more, the cardholder will have their borrowing privileges and computer use privileges suspended until the outstanding charges have been paid in full.
15. Materials (including ILL materials) will not be circulated to TRAC cardholders who owe \$10.00 or more in fines or fees to any TRAC member library.
16. If, in the opinion of the Library Manager or designate, charges or fees are excessive or there are extenuating circumstances, the Manager or designate has the option to increase or decrease the charges or to defer payment of such charges or to take whatever other action she considers appropriate under the circumstances.
17. If the cardholder fails to pay the required fines, fees, and/or charges, or fails to return or account to the Library for the overdue, damaged, or lost library materials, the Library Manager may revoke or choose not to renew the Library card of the cardholder who is in default or shall take whatever action is considered necessary to recover overdue Library materials or the cost of those materials as per Library policy LIB-02-004.

Date Approved: June 21, 2018

Board Chair Signature: _____

Date to be Reviewed: June 2021