

Overdue Notices, Fines, and Fees

Check Out Limits:

Each account can check out up to 50 regular library items and 10 DVDs at a time. This includes regular library items, special kits, DVDs, interlibrary loans, and the telescope. This limit does not include Book Club sets.

There is a 3 week check out period for regular library items and DVDs. The telescope may be checked out for 1 week with 1 renewal. Special kits have a 1 week check out period and are not renewable. Patrons may renew regular library items and DVDs up to three times within a 3 month period as long as the items are not on hold for another patron.

There is a 3 day grace period when returning library items. This does not apply to interlibrary loans and book club sets.

Overdue Notices:

Patrons will receive an email 7-10 days and 1-3 days before their items are due as a reminder.

Overdue notices will be sent 29-30 days before and 1-3 days after items become overdue.

If the patron has items that are 3 months past due then another notice will be sent out.

Fines and Fees:

Regular Library Items: These include books and audiobooks.

-.10 per day, max fine of \$3.00

Special Kits: These include origami kits, DIY kits, movie kits, and 3D Print kits.

-.50 per day, max fine of \$5.00

DVD Fines:

-.50 per day, max fee of \$10.00

Interlibrary Loans:

There is a shipping cost of \$3.00 per ILL. This will still apply if the patron doesn't pick-up the item. The \$3.00 fee will be waived if there is grant money to cover shipping costs.

If an item is lost or damaged, fees are according to the lending library and are subject to change.

Book Club Sets:

There is a \$1.00 fee per book upon pick up. This fee will be waived if there is grant money to cover shipping costs. Please note, Book Club set fees are set and regulated by the Utah State Library, not the Mendon Library.

If a book in the set is lost or damaged, it is a \$20.00 fee per book. Patrons may not order replacement copies. If a book is damaged, it still needs to be returned with the book club set.

Do not return the Book Club set until all copies are accounted for. The patron reserving the books will be responsible for paying all fees associated with the book club set if items are damaged or lost.

Telescope:

The telescope can be checked out for 7 days with one renewal. It has a late fee of \$10.00 per day with a maximum fine of \$70.00. If the telescope is lost or damaged, the patron will be charged \$365.00. If a replacement fee is charged then all associated fines are waived.

Checking Out:

A patron's fines must be under \$10.00 to be able to check out items. If an account has fines above \$10, that account and any associated accounts will be flagged and unable to check out until the fines are brought under \$10. For example, if a minor account has over \$10 in fines, the parent account(s) and any sibling accounts will also be unable to check out.

If patrons have over \$10.00 in fines on their account, any available holds will only be held for 24 hours.

Fines under \$1.00 will be waived. Library staff will issue golden tickets in books as a courtesy to library patrons to help waive fines. The golden tickets will be in the amount of \$1.00 or \$2.00.

If any library items have been checked out longer than 3 months or have reached their renewal limit then the items will need to be brought into the Library before they can be re-checked out. If there is a hold on an item for another patron, the item will not be re-checked out.

Lost or Damaged Items:

When an item on the patron's account becomes overdue, Library staff will notify the patron (in person, by phone, or by email) that it is overdue. The patron may renew the item if it hasn't exceeded the renewal limit, giving time for the patron and the staff to search for the book.

If the item becomes overdue again and the patron still hasn't found the item, fines will start accruing. The patron can choose to pay the replacement cost fee to the Library and all fines will be waived.

Another option is for the patron to notify the Library within 30 days that a replacement copy has been ordered through a vendor of their choice. Copy replacements need to be new or gently used and the same type, such as a hard copy or a paperback copy. If the patron replaces the item, then any accrued fines will be waived.

Patrons can still check out new items while waiting for the replacement copy to arrive. However, if the replacement item is not turned into the Library within 30 days of notifying the Library that a replacement copy has been ordered, the patron will no longer be able to check out any new items.

Please note, if the item is found after replacing it, the patron will not be credited. The patron can keep the found item or donate it back to the Library.

If a patron does not work with the Library to resolve any lost or damaged items after one year of being checked out, all accounts listed for the patron will become restricted. Restricted accounts will not be able to check out or renew items on any accounts associated with the patron. Once all items have been returned/replaced/paid for or any fines associated with accounts covered, then all accounts will go back to active check-out status.

Food for Fines:

During the month of March, the Library will be accepting non-perishable food items, hats, or gloves in lieu of fines. Each food item is equal to \$1.00 toward fines. New hats or gloves are equal to \$5.00 towards fines.

Payments Options:

Payments for fines, fees, or deposits can be paid by debit/credit cards or cash. Currently, the Library is not accepting personal checks or Venmo.

Approved by Library Board on: February 24, 2022