

Hedberg Public Library  
 A203 Late Fees and Related Charges  
 Board Policy  
 Last update –May 2010

Late fees are determined according to the type of overdue materials: Adult, Juvenile, Audiovisual, Special, Reference and Interlibrary Loan. Specific categories of patrons are not charged late fees (Hedberg @ Home patrons, library employees, Janesville city departments, and schools and daycare centers that have a School Card).

If material is returned to the library or its designated return locations by the due date, no late fees are charged.

If material is returned after the due date, the late fee is based on the total number of days the item is overdue excluding days that the library is not open.

Patrons are responsible for the full amount of their late fees. A library account is in good standing if late fees are \$10 and under and less than one year old. Circulation staff may, in appropriate situations, waive or reduce late fees or offer payment options to patrons.

<u>Late Fees</u>	<u>Fee/Day</u>	<u>Maximum/Item</u>
<u>Juvenile and Young Adult Materials</u>		
DVDs, CD ROMS	\$0.25	\$ 2.50
All other juvenile and young adult HPL materials	\$0.05	\$ 2.00
<u>Adult Materials</u>		
DVDs, CD ROMS	\$0.50	\$ 5.00
Jackpot materials	\$0.50	\$ 5.00
Magazines	\$0.10	\$ 2.00
All other adult HPL materials	\$0.10	\$ 4.00
<u>Special Loans (All Materials)</u>		
Interlibrary loans	\$0.50	\$10.00

<u>Miscellaneous Charges</u>	<u>Fee</u>
Replacement borrower's card	\$1.00
Fee card	Formula-driven annual fee
Service charge for lost/replacement Interlibrary loan items	\$5.00
Service charge for labor-intensive circulation problems	\$5.00 maximum
Service charge for processing checks returned for non-sufficient funds	\$20.00

### Policies Relating to Late Fees Collection

1. As part of the ALS shared system; HPL will collect late fees for other libraries and vice-versa. Libraries collecting late fees will keep the money collected no matter who owns or circulated the materials.
2. Patrons may return HPL materials to any ALS library or to libraries in systems having reciprocal borrowing agreements with ALS. HPL allows sufficient delivery time for materials returned at libraries other than HPL before assessing late fees. Late fees for materials returned after this delivery time are calculated from the original due date.

### Charges for Non-Returned Materials

#### Shared System

Payments for lost materials from other ALS libraries will be accepted at HPL. Payments will be sent to ALS for redistribution to the appropriate library.

#### Interlibrary Loan Material

If the patron fails to return materials borrowed via Interlibrary Loan, HPL receives a bill from the lending library. These charges vary and the patron is responsible for the cost(s) specified by the lending library (example: WILS charges cost of item + \$15.00 processing charge or \$40.00 for an out-of-print item). A charge for the handling of this transaction by HPL staff is also added to the cost.

#### HPL Materials

Patrons who have not responded to notices/phone calls may be referred to the City Attorney for collection through small claims court, or to a materials recovery service. At the time an account is referred for such action, the patron shall be held responsible for all late fees accrued; court costs or fees charged HPL by the materials recovery service; and service charges, in addition to the cost of materials not returned. Payment for lost materials returned more than 6 months after billed status will not be refunded.

#### All Materials

The police may be asked to become involved in the retrieval of any material having great value if a patron has not responded to overdue notices and/or telephone contacts and gives no indication of plans to return such materials.