

Materials Fees and Replacement Costs Policy



Scope of Policy			
<i>Scope:</i>	Fees and replacement costs for library materials	<i>Effective Date:</i>	Revised 7/10/2023

Provisions																	
<p>I. Our library holds Intellectual Freedom, Privacy, and Equity as our Guiding Principles. To ensure the free and open exchange of ideas and equitable access to all our citizens, the Marion Public Library does not charge overdue fines on library materials. The Board of Trustees empowers library staff to set clear procedures, send regular reminders, and create a sense of belonging and commitment with our patrons to ensure materials are used by our community and returned in a timely manner.</p> <p>II. The library will charge patrons replacement costs for items not returned and a fee to cover the cost of processing. The library will charge fees as an economic disincentive to waste or to recover the cost of certain, targeted services. On occasion, the library will charge for extraordinary or specialized services to support foundational services.</p>																	
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<p>III. Renewals can extend the amount of time the patron has with the item without it being considered overdue.</p> <p>IV. Accounts with a lost item will be blocked from checking out more materials until the item is returned or paid for. Patrons will still be able to access computers with a blocked card.</p> <p>V. If lost items amount to \$25 or more, the patron’s account will be referred to a collection agency seven weeks after the due date. An additional \$10 processing fee will be added to the account and will need to be paid even if materials are returned.</p>																	