

Materials Fees and Replacement Costs Policy

Scope of Policy

<i>Scope:</i>	Fees and replacement costs for library materials	<i>Effective Date:</i>	Revised 6/10/2024
---------------	--	------------------------	-------------------

Provisions

- 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.
- II. The library will charge patrons replacement costs for items not returned, which includes 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.

Borrowing Timeline	
Day 1	Check out item(s) and follow the standard loan period
2 Days before Due Date	Patron receives a reminder that the item is due
1 Day Overdue	No fines are applied, but the item is considered overdue
3 Days Overdue	The patron receives an overdue reminder that item needs to be returned
10 Days Overdue	Patron receives a second overdue reminder
20 Days Overdue	Patron receives a final overdue reminder
30 Days Overdue	Item is considered lost and the patron receives a bill for the value of the item

- III. Renewals can extend the amount of time the patron has with the item without it being considered overdue.
- 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.
- 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.