

Fines and Fees Policy

Policy Statement

A public library exists to serve the community and is based on the concept of sharing resources. When one person violates that principle by retaining materials beyond the established limits, that person takes unfair advantage of the community as a whole.

Regulations

1. To encourage the prompt return of materials, the library charges a per day overdue fine based on the type of item:

<u>Library Material Type</u>	Daily Overdue Fine	Maximum Fine	Default Replacement Fee for Material (subject to adjustment)¹
<u>Print Materials</u>			
Books	25¢	\$10	\$20
Circulating periodicals	25¢	\$3	\$5
Interlibrary loans	\$1	\$25	\$50
<u>Non-Print Materials</u>			
Audiocassettes/books on CD	25¢	\$25	\$50
Book kits	25¢	\$10	\$20
Book discussion kits	\$1	\$100	\$200
Music CDs	25¢	\$10	\$15
DVDs	\$1	\$15	\$30
DVDs nonfiction	\$1	\$10	\$30
Hooked on Phonics & LeapFrog	\$1	\$100	\$200
Low vision aids	25¢	\$10	\$50
Puppets	25¢	\$10	\$20
Story kits	\$1	\$100	\$200
Video game	\$1	\$10	\$20
VHS	25¢	\$10	\$20

¹ Default fees are used when the exact price is not available.

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2. On the day after the due date, all materials will be considered overdue if they have not been renewed or returned.
3. No fines will accrue on days that the library is closed.
4. The library's computer system will notify customers of the overdue materials via email, automated telephone calls or United States Postal Service in compliance with state law.²
5. When the maximum fine level shown above has been reached, the item status will change and the Default Replacement Fee for Material will automatically be added to the customer account balance.
6. Any customer with an account balance of \$5 or more shall forfeit borrowing, renewing, Internet, wireless, proctoring and meeting room privileges until materials are returned and fines are paid. Customers experiencing unusual difficulty in returning their materials or paying their fines should contact the library circulation staff.
7. Accounts with a balance of \$15 for more than 30days shall be turned over to a collection agency. Notification will be sent to customers before the account is turned over to the library's collection agency. A \$10 nonrefundable service fee will be automatically added.
8. The library shall require that no accounts turned over for collection be reported to credit reporting agencies unless they are at least \$75 or more. Notices to patrons concerning overdue fines in addition to advising that they may be turned over to collection, shall specifically state that overdue fine amounts in excess of \$75 may be reported to the credit reporting agencies.
9. Customers should resolve disputed fees before paying for them. Once payment for library fees has been accepted, monetary refunds will not be issued.

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Rochester Hills Public Library Board of Trustees

² MCL 397.603 *et seq.* Library Privacy Act
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