

Section	Patron Policies/Agreements - G	Policy No.	G.5
Subsection	5	Effective Date	2020
Version		Review Date	May 2023
Name	Fines & Fees		

## G.5 Fines & Fees

All branches of South Central Regional Library following the same fine policy as it is set up system-wide through the SITKA Administration portal. Notifications are sent by email or text message to the patron 3 days before the item is due to be returned. Fees charges do not start until 24 hours after the 3-day notification. Patron accounts are automatically suspended once the maximum fine amount has been reached. Fees for overdue items have been set at the following:

### Fines:

Juvenile card (Age 0-13) -

- Fine amount - \$0.10 per item per day up to a maximum of \$5.00 per item

Adult card (Age 14 & up)

- Fine amount - \$0.20 per item per day up to a maximum of \$10.00 per item

Patrons can renew items up to 3 times through the following methods:

- Call the library with and request the renewal with staff assistance.
- Login to online account and renew from home.
- Request renewal while at the checkout desk in the library.

**NOTE:** Items with a hold waiting for copy cannot be renewed. Patron must return it so the next person can check it out.

### Fees - Lost & Damaged Books:

**Lost Books** - Any materials not returned to the library will be system generated into the monthly billing cycle. Invoices and letter will be sent to the patron indicating the replacement cost of the book and the amount of fines accrued. The patron's account will be suspended until either the books are returned, or the fee is paid.

**\$5.00 processing fee will be added to the bill to cover costs of replacing the material.**

**Damaged Books** – Books & materials which have become damaged by a patron, but which will remain in the collection may have a repair fee. Any item with water damage or serious negligence may need to be discarded and the patron will be required to pay the full replacement cost.

**\$2.50 repair fee for items which can be mended & returned to the collection.**

Patrons may replace lost and/or damaged books with an exact copy but the processing fee will still apply.