

Ontario Public Library

Policy 4030

FINES AND CHARGES

To maintain the integrity of its collections and to ensure that library materials are available to all library users it is the responsibility of the borrower to return such materials in a timely manner.

1. E-mail, or first class mail notices to those without an e-mail address on file, cell phone texts and/or phone calls shall be the official means of communicating overdue notices to borrower or responsible party. First class mail notices are used to report replacement charges and related fees for materials lost or damaged. Overdue books and other library materials are subject to fines per Fee Schedule.
2. Borrowers who damage material beyond the point of in-house repair by trained staff will be charged for the cost of replacement. Damaged items will become the property of the borrower once replacement costs are paid.
3. Borrowers who lose or destroy material will be charged for the replacement cost. In alignment with collection planning, borrowers may not replace the item in lieu of paying the replacement cost, and handling if appropriate.
4. When a total of \$5.00 worth of fines is assessed, the borrower will no longer be considered in good standing until such time as the fines are resolved. When a borrower is not in good standing, he/she may not borrow any more library materials or utilize the internet.
5. Users in good standing may receive a replacement Library card subject to current Fee Schedule.
6. Receipts from library fines and all other charges shall be accounted for and deposited in the appropriate operating line of the Monthly Financial Statement.