

POLICIES OF THE MECHANICVILLE DISTRICT PUBLIC LIBRARY  
LIBRARY CHARGES AND FEES

Revised: 2003  
Reviewed 12/18/2004  
Revised 2006  
Reviewed 8/21/2008  
Revised 2013

Need for this Policy:

This policy is to encourage patrons to return items by the due date so items may be available for other patrons to borrow.

Policy:

- I. The Library shall extend a one day grace period for overdue items.  
Items not returned on the grace day:
  - A. A fine of \$.15 per day will accumulate for Books, Audio Books and Magazines until items is returned.
  - B. A fine of \$1.00 per day will accumulate for Movies, Music and Games until item is returned.
  - C. Library items that are lost and/or damaged by a patron will be resolved by:
    - a. Replacement cost of the item; or
    - b. Replacement of exact replica of item
  - D. Computer and Borrowing Privileges will be suspended for any Patron owing a fine in excess of \$2.00 until said fines have been satisfactorily resolved.
  
- II. Overdue Items
  - A. Overdue notices for items out are sent via email and/or U.S. Mail one week after items are due,
  - B. After four weeks overdue cost of item is placed on the patron's card plus the overdue fines accumulated,
  - C. Bill for overdue items will be sent to patron via U.S. Mail
  - D. \*After six weeks a letter will be sent informing patron they will be sent to collections,
  - E. \*\*After eight weeks Patron's information will be sent to collection agency; and,
  - F. A \$10.00 collection fee will be placed on patron's card
  
- III. Library privileges will be suspended until:
  - A. Items are returned and fine paid; or
  - B. Replacement cost of item is paid; and
  - C. Collection fee is paid

\*The Mechanicville District Public Library realizes unforeseen circumstances may arise (hospitalization, accidents, death, weather, etc.), if Director deems circumstance valid by patron some or all fines may be waived except for the \$10.00 collection fee.

\*\*As of January 2004 the Mechanicville Library has retained the services of Unique Management, a collection agency to retrieve materials and fines outstanding for more than 60 days.