

POLICIES OF THE MECHANICVILLE DISTRICT PUBLIC LIBRARY
LIBRARY CHARGES AND FEES

Revised: 2003
Reviewed 12/18/2004
Revised 2006
Reviewed 8/21/2008
Revised and Approved 4/13/2013
Revised and Approved 5/16/2015
Revised and Approved 11/23/2019

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 Adult Books, Audio Books and Magazines until items is returned.
 - B. Juvenile Books, Audio Books and Magazines will not incur any fines for being overdue.
 - C. A fine of \$1.00 per day will accumulate for Movies, Music and Games until item is returned.
 - D. 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
 - c. Patrons will received credit on their account when lost items previously paid for are returned minus any and all expenses accrued by library.
 - E. 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.

POLICIES OF THE MECHANICVILLE DISTRICT PUBLIC LIBRARY
MISSION STATEMENT

Approved:1995
Revised:2007
Revised: 2018

The Mechanicville District Public Library's Mission is:

Mission Statement

The Mechanicville District Public Library will cultivate a forward thinking community that pursues knowledge, embraces inclusion, inspires creativity and values civic responsibility. The Mechanicville District Public Library will provide open access to educational, cultural and recreational materials and programs. The Library shall provide a common space where individuals, organizations and groups can connect and interact. The Library will provide programs and services to educate, enrich and encourage our community. The Library shall preserve historical materials in relation to the Mechanicville Community.