

**QUINCY PUBLIC LIBRARY
POLICY GOVERNING LIBRARY FINES & FEES**

1. The Library's standard overdue fine rate is 10¢ per item per day, applicable on first day of overdue. The maximum overdue fine per item is \$10.00 or the cost of the item, whichever is less. Exceptions are noted below.

PATRON TYPE

POLICY

QPL Staff

Exempt from overdue fines. Applies only to current employee and not to employee's family.

QPL Volunteer

No fines after three (3) consecutive months of regularly-scheduled volunteer service.

Outreach Patron

Exempt from overdue fines.

Interlibrary Loan Between Libraries

Exempt from overdue fines.

Depository

Exempt from overdue fines.

2. DVD, CD-ROM, and 7 Day Book fines are assessed at the rate of \$.50 per item per day applicable to all patron types, except where otherwise noted. Overdue fines for streaming media devices are assessed at a rate of \$1.00 per day.
3. Patrons will be charged the cost of the item if it is no longer suitable for use, plus a \$5.00 processing fee on each item that has attained a status of LOST or DAMAGED. Patrons may receive a refund for the cost of a lost item, less the overdue fine, for an item returned in useable condition within six months of lost payment. No refund will be issued for material returned after six months. Refunds for lost Interlibrary Loan items will be determined by the lending library. Cash refunds will be given for items valued at \$10.00 or less. Patrons will be issued a check for refunds over \$10.00.
4. Patrons 12 years of age and older will be charged a cancellation fee for failure to pick up reserves. The fee will be assessed at the rate of 50¢ per item not picked up.
5. Patrons with fines in excess of \$10.00 may not borrow additional items or place holds or requests for materials until the total fine amount has been reduced below \$10.00. This is applicable to all patron types, except where otherwise noted.
6. Patrons with fines or fees more than six months old must make a payment each time they wish to check out, even if the fine is less than \$10.00. For fines less than \$1.00, total

payment is required. For fines over \$1.00, a minimum payment of \$1.00 at checkout is required.

Patron fines for overdue materials will not be waived upon receipt of a Bankruptcy Discharge Order. While Federal law prohibits charging the cost of unreturned materials to those in bankruptcy, the patron will be held responsible for a \$5.00 processing fee for each unreturned item.

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Quincy Public Library
Board of Trustees