

Fines and Fees

Approved by:

Library Board

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Review Schedule:

Every 2 years in conjunction with budget cycle

Next Review Date:

2017

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Overdue charges

Ramsey County Library wishes to encourage patrons to return materials promptly in order to provide better services to all library users. Overdue charges help ensure the timely return of materials.

For each type of material there is:

- A daily overdue rate
- A maximum overdue charge
- A replacement fee

Ramsey County charges for overdue materials based on item type. The basic overdue charge of \$.30/day applies to adult materials. The basic overdue charge of \$.10/day applies to easy (E), juvenile (J) and teen (YA) materials. Some collections have other overdue rates. The replacement fee will be the price of the item as listed in Horizon. If that cost is unavailable, a default replacement cost based on the type of item will be assigned.

Registered library card holders are responsible for all charges incurred on their cards. Parents or legal guardians are responsible for all charges incurred on cards registered to their minor children.

The Library Director has the authority to develop fine waiver programs for qualifying patrons with charges less than \$100.

Summary of loan periods, overdue charges, and default replacement costs

Item	Loan Period (days)	Daily Overdue rate Adult items	Daily overdue reate E/J/YA items	Max. Adult Overdue Charge	Max.E/J/YA Overdue charge (Lower of)	Default Replacement cost
Hardcover/trade paperback books	21	\$0.30	\$0.10	\$15.00 or price of item	\$7.50 or price of item	\$25.00
Rental Books****	Daily Charge	\$0.25	\$0.25	\$25.00 or price of item	\$25.00 or price of item	Price of Item
Mass market paperback books	21	\$0.30	\$0.10	\$5.00	\$5.00	\$5.00
Periodicals	21	\$0.30	\$0.10	\$5.00	\$5.00	\$5.00
E-books	7-21 (reader's choice)	NA	NA	NA	NA	NA
Compact Discs	21	\$0.30	\$0.10	\$15.00 or price of item	\$7.50 or price of item	\$15.00
DVDs	7	\$1.00	\$1.00	\$15.00 or price of item	\$7.50 or price of item	\$15.00
Rental DVDs****	Daily Charge	\$0.50	\$0.50	\$25.00 or price of item	\$25.00 or price of item	Price of Item
Video Games	7	\$1.00	\$1.00	\$15.00 or price of item	\$7.50	Price of Item
Talking books on CD	21	\$0.30	\$0.10	\$15.00 or price of item	\$7.50	\$11xNumber of discs**
Book Club in a Bag	42	\$1.00	***	\$15.00 or price of item	***	Books: Price of item Notebook or Bag: \$3.50

Interlibrary loans	21	\$0.30	\$0.30	\$15.00 or price of item	\$15.00 or price of item	Determined by loaning library
Interlibrary loan DVDs	7	\$1.00	\$1.00	\$15.00 or price of item	\$15.00 or price of item	Determined by loaning library
Storybags	21	***	\$0.10	***	\$7.50	\$25.00
Storytubs	21	***	\$1.00	\$15.00 or price of item	***	\$250.00
Bike Locks	21	\$0.30	***	\$15.00 or price of item	***	Key: \$5.00 Lock: \$20.00
Power check meters	21	\$0.30	***	\$15.00	***	Price of item
Draft check meters	21	\$0.30	***	\$15.00	***	Price of item
GPS	***	\$1.00	***	\$15.00	***	Price of item
3M Reader	***	\$1.00	***	\$15.00	***	Price of item
Missing packaging, inserts, maps, video game booklets, etc.	***	***	***	***	***	\$3.50/title

* Price of item refers to original retail or cover price of item.

** May replace a single compact disc for \$11.00 if publisher allows.

Returned checks will be assessed a \$25 fee.

Customer card types that do not incur overdue charges

The following customer card types do not incur overdue charges* but are held responsible for lost or damaged items:

HB Homebound

ILL ILL Institutions

JPD Persons under 16 with Disabilities

PD Persons with Disabilities

SCH Schools Project

V Volunteers/Homebound

All other customer card types do incur overdue charges as well as charges for lost and damaged items.

*** All customer types incur charges for Rental Books and Rental DVDs.

Service Threshold

When an individual has accumulated more than \$10 in overdue charges and fees or when an individual has more than 25 items still out and overdue, borrowing privileges are suspended until charges or items out have been brought under the threshold.

Lost or damaged items

The library system expects patrons to return materials in good condition. Patrons are responsible for damages that occur to the materials while they have them checked out and are required to pay for such damages.

Missing Packaging

The library system requires customers to return materials with the packaging in which they were checked out. Customers are responsible for replacement of packaging not returned.

Refunds

Once paid for, lost library items may not be returned for a refund.

Revenue Recapture

Patrons owing \$25 or more in fines and fees will be considered for Ramsey County Library's debt collection process. Before a patron's account will be certified for the Revenue Recapture Program, the patron will be sent a Dunning letter to their last known address, requesting that they contact the Library to make payment or arrange a payment plan. If no response is received within 14 calendar days from the date of the Dunning letter, the patron's account will be certified for the Minnesota Revenue Recapture Program, where it will remain until the amount owed has been fully satisfied, or until decertified by the Library.