

MEDINA COUNTY DISTRICT LIBRARY POLICY MANUAL

Policy No:	PUB-06	Title:	FINES AND FEES			
Section:	Public Services	Owner:	Asst. Director	Resolution:	18-60	
Board Approval Date:	7-16-18	Effective Date:	7-16-18	Revised Date:	10-15-18	Reviewed Date: 10-15-18

Policy Statement:

Fines and fees are assessed for overdue, lost or damaged library materials. Fines are assessed on a daily basis with a maximum fine based on the type of overdue material. Overdue fines are not charged on Sunday or on days the library is closed.

FINES FOR OVERDUE MCDL MATERIALS

Item	Fine per Day	Maximum Fine
All Materials	\$.10	\$3.00
Mobile Hotspots	\$5.00	\$35.00

FEES FOR LOST OR DAMAGED MCDL MATERIALS

Replacement fees for MCDL materials: Borrower pays database price shown for item. If database shows no price, borrower pays:

Item	Price per item
AV-booklet, case or container	\$2.00
Audio book – per CD	\$8.00
Comic Book	\$3.00
Magazine	\$5.00
Music CD	\$15.00
OCLC Interloans	\$25.00
Paperback book – adult, teen, children	\$5.00
Mobile Hotspots	\$200.00
Discovery Packs/ Bookpacks	\$5.00

The default price for all lost or damaged OCLC Interloans is \$25.00. When the bill for the actual cost of the item is received, the price will be adjusted accordingly on the member’s record.

AV material will not be discharged from the member’s account until all inventoried items in the set are returned or billed as lost/damaged. Overdue fines will accrue until this time.

If an MCDL item is returned within 30 days after payment was made, a refund less \$3.00 processing fee will be given. Submit a Member Reimbursement Form and the original or a dated copy of the member’s receipt to the Finance Office. The refund check will be mailed by the Finance Office.

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Clevnet fees may vary and may include processing fees charged by the owning library in the event of loss or damage. MCDL cannot refund payment for a lost item from any other Clevnet library. Staff will contact the owning library regarding refund policy and, at member's determination, either send the item with a refund request to the owning library or return the item to member (i.e. if no refund allowed).

BANKRUPTCY:

The discharging of a bankruptcy case automatically suspends collection and other actions against the debtor's property. An attempt to collect a debt or take other action in violation of the Bankruptcy Code may result in penalties.

Related Forms:

PUB-6 Member Reimbursement