

## Fines and Fees Policy

**Policy Statement**

A public library exists to serve the community and is based on the concept of sharing resources. When one person violates that principle by retaining materials beyond the established limits, that person takes unfair advantage of the community as a whole.

**Regulations**

1. To encourage the prompt return of materials, the library charges a per day overdue fine based on the type of item:

<u>Library Material Type</u>	Daily Overdue Fine	Maximum Fine
<b><u>Print Materials</u></b>		
Books	25¢	\$10
Book discussion kits	\$1	\$100
Circulating periodicals	25¢	\$3
Interlibrary loans	\$1	\$25
<b><u>Non-Print Materials</u></b>		
Audiobooks (CD)	25¢	\$25
Bob Book Kits	25¢	\$10
Music CDs	25¢	\$10
DVDs – feature length	\$1	\$15
DVDs – Television Series	\$1	\$40
Game Kits	\$1	\$100
Hooked on Phonics	\$1	\$100
Low vision aids	25¢	\$10
Puppets	25¢	\$10
Playaway Audiobooks	25¢	\$25
Playaway Launchpads	\$1	\$50
Playaway Views	\$1	\$50
Video game	\$1	\$10
<b><u>Experiential Learning Kits</u></b>		
Adventure Kits	\$1	\$100
Game Kits	\$1	\$10
Puzzle Kits	25¢	\$10

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Hobby Kits	\$1	\$35
Outreach MYLE kits	\$1	\$100
Steam Kits	\$1	\$50
Story kits	\$1	\$100
Tech Kits	\$5	\$100

2. On the day after the due date, all materials will be considered overdue if they have not been renewed or returned.
3. Customers should alert library staff if an item is thought to be returned (or never checked out in the first place) though still showing out on a customer's account and library staff will initiate the misplaced items workflow. Library staff and customers will search for misplaced items for four months; during that time no overdue fees will accrue. If the item is not located at the end of the search period, a \$10 nonrefundable search fee will be applied to the customer's account.
4. No fines will accrue on days that the library is closed.
5. The library's computer system will notify customers of the overdue materials via email, text message or United States Postal Service in compliance with state law.<sup>1</sup>
6. Any customer with an account balance of \$15 or more shall forfeit borrowing, renewing, reserving computers, program registration, proctoring and meeting room privileges until fines are paid. Customers experiencing unusual difficulty in returning their materials or paying their fines should contact the library circulation staff.
7. Accounts with a balance of \$15 or more for over 42 days shall be turned over to a collection recovery agency. A nonrefundable service fee will be automatically added to the account. Written notification will be sent to customers before the account is turned over to the library's collection agency.
8. Customers should resolve disputed fees before paying for them. Once payment for library fees has been accepted, monetary refunds will not be issued.

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Approved: November 13, 2006, July 2008, November 2008, June 2009, December 2009, August 2012, March 2013, June 2014, March 2018, September 14, 2020

Rochester Hills Public Library Board of Trustees

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<sup>1</sup> MCL 397.603 *et seq.* Library Privacy Act