

**Subject: Fines and Recovery of Overdue Materials**

**Purpose:**

To encourage timely return of library materials, the Montgomery-Floyd Regional Library Board of Trustees has defined a schedule for notification and charges related to overdue material and to replacing materials that have been lost or damaged.

**Policy:**

Beginning July 1, 2022, Montgomery-Floyd Regional Library will not assess fines on checked out items that are overdue.

The library will attempt to recover overdue materials through the following steps:

- A first notice when items are one week overdue;
- A second notice when items are two weeks overdue;
- When an item reaches three weeks overdue, it will be declared lost. A bill for the Lost Item Replacement Fee will be sent when the item is three weeks overdue;
- Library cards are blocked from use for checkout of physical items when total fees due are \$10.00 or more.
- Return of the undamaged item(s) or payment of the bill will remove the block and the Lost Item Replacement Fee.

Blocks do not prevent patrons from use of resources in the library, use of library computers and Wi-Fi, or use of e-books and other e-resources.

Notices and bills will be delivered via email, text message/SMS, automated phone call, or postal mail, depending a patron's opt-in preference on their library card record. Payments made for Lost or Damaged Item Fees are not refundable, even if the item is later found.

**Attachments:** Lost/Damaged Charges Schedule  
Charges for Lost or Damaged Material with Unlisted Value

**References:** None


**Approval:**

Montgomery-Floyd Regional Library Board of Trustees

February 21, 2001; revised December 15, 2010, May 20, 2015; April 18, 2018; July 1, 2022.

May 18, 2022

Date



---

Tim Thornton, Chair

## Lost or Damaged Charges Schedule

<u>Item Type</u>	<u>Lost Item Replacement Fee or Damaged Item Replacement Fee</u>
Books	Replacement cost*
Audio books	Replacement cost*
DVDs/Games	Replacement cost*
Music CDs	Replacement cost*
Magazines	No charge
Interlibrary Loan (ILL) \$1.00 per day charge	Replacement cost**
Kits	\$100.00 (entire kit) Replacement cost* (single book) \$5.00 (non-book item)
Electronic devices	Replacement cost*
Other items (Telescope, Ukulele, etc.)	Replacement cost*
Damage to AV case only	\$4.00

Library cards are blocked from use for checkout of physical items when total Lost Item Replacement Fees and/or Damaged Item Replacement Fees due are \$10.00 or more. Payment of the fee(s) or return of the item(s) will remove the block.

\* The replacement cost is the retail value of the item and is listed in the MFRL library automated system record (SIRSI); or if no value is listed, the cost on the *Charges for Lost or Damaged Material with Unlisted Value* chart, below.

\*\* Replacement costs for ILLs are set by the lending library.

**Approved by the Library Board on 9/21/11; May 20, 2015; December 14, 2016; April 18, 2018; May 18, 2022. In effect as of July 1, 2022.**

Attachment to Policy 109 – Fines and Recovery of Overdue Materials

## Replacement Fees for Lost or Damaged Material with Unlisted Value

(if replacement cost is not noted in SIRSI)

2022

Material	Audience	Charge \$
----------	----------	-----------

### Print Materials:

Hardback Book	Adult	\$ 30.00
Hardback Book	Teen, J, E	\$20.00
Trade Paperback	Adult	\$15.00
Mass Market Paperback	Adult, Teen, J, E	\$9.00
Board Book	E	\$10.00
Magazine	Any	No Charge

### Other Formats:

Language CDs	Adult	\$50.00
Hardback Book w/ CD	E	\$36.00
Paperback Book w/ CD	E	\$25.00
DVD (single disk)	Any	\$20.00
Music CD	Any	\$20.00
Audio Book on CD	Any	\$6.00 per disk + \$4.00 for case
Audio book on MP3	Adult	\$30.00
Individual disks in a DVD or CD series/set or CD with a book	Any	\$10.00 per disk in set or series; CD w/ book where book is useable

- ❖ MFRL prefers that patrons pay for a lost or damaged item. However, if a patron brings in a replacement item, **it must be brand new, and have an exact ISBN match** with the lost item.
- ❖ Staff and patron may negotiate any non-standard situation.