

Fines and Fees

Approved by the Board of Trustees November 13, 2013 updated April 13, 2016

Patrons of the Pittsburg Public Library are expected to return all items undamaged and on time, so that they will be available for other patrons. In addition, fees collected for overdue items enable staff to purchase additional material for the collection.

Overdue fines are 10 cents a day per item with a 3-day grace period with the exception of children and young adult books and audio books, which are 5 cents per day with a 3-day grace period. Patrons will be required to pay fines calculated from the due date for items not returned during the grace period. Fines for individual items will accrue to a maximum of \$3.00 for each item.

Children's and YA fines are levied at a reduced rate in an effort to provide a hospitable, welcoming environment which encourages children to read. These books are often checked out in large numbers because of their smaller size.

Patrons who owe PPL over \$10.00 may not check out until they have cleared their record or have made special arrangements with staff.

Damage to materials beyond reasonable wear, or any lost items will be charged to the patron. If the item must be replaced, the patron will be charged the replacement cost, if known, or a default charge based on the item type. An additional processing fee of \$5.00 will also be charged per item.

Damage that can be repaired may result in a charge to the patron responsible for the damage. If a patron pays for the total replacement of a damaged item, that patron may have the item after it has been removed from the catalog.

Patrons who owe the library \$100.00 or more will be turned over to a collection agency with an additional processing fee assessed.

When patrons say they have returned or never checked out material that the library system shows they have checked out, that material will be marked "claims returned" and all fines will cease. Staff will check library shelves for items. Patrons with "claims returned" may continue to check out.

"Claims returned" will remain in the patrons' records and will alert staff in cases of future misuse of library material. The Head of Circulation may clear claims as needed. A patron may claim return of items only once. Thereafter, items will be considered lost.

Patrons who locate material they have paid for may return the item and will receive a refund for the cost of the item only, (processing fees are not included in refund) if the return is within six months of the payment.