

## Bucks County Library System

**Circulation Services**

## FINES AND FEES

**Policy Statement**

Bucks County public libraries charge fines to encourage prompt return of borrowed material to the library while providing an option for users who must keep material beyond the due date. The prompt return of library material allows access for other users.

**Regulations**

Library materials not returned by midnight on the date due will incur a fine (listed in Appendix B).

Library users can pay fines with cash, a money order, or a cashier's check. Some libraries accept credit cards, debit cards and personal checks. Some libraries require Photo ID with personal checks or debit card payments over \$50. A receipt will be offered to each person paying a fine or fee.

Late material returned without payment of the fine will be checked in so the material can be made available to others. The fine will not continue to accrue.

Library users will be alerted by staff or an on-screen message of late material and accrued fines when attempting to borrow or renew material.

A reminder notice is emailed to users 3 days before an item is due.

Three overdue notices for late material are emailed to users. The first is sent 7 days after the item is due, the second is sent 14 days after the item is due, and the third is sent 28 days after the item is due. Items not returned after the second notice is sent will be considered lost. Refer to the Library's policy on Lost or Damaged Materials.

Failure to receive an overdue notice is not considered grounds for waiving a fine. Borrowers are responsible for keeping track of the due date of borrowed material. Library users receive a courtesy email three days before material is due.

Borrowing privileges will be suspended when the amount of money owed reaches or exceeds \$10.00. Accrued fees of \$10.00 or more must be reduced

for borrowing to resume. When fines are large, at their discretion library staff may set up a payment plan and allow users at least partial use of library services until fines are paid in full.

Accrued fines will remain on the user's account until they have been paid.

Bill collection fees may not be waived.

Information about other fees is addressed in the circulation policies regarding lost or damaged materials and library cards.

Adopted by the Board of Directors January 20, 2009  
Revised November 14, 2017