



**Bucks County Free Library
Circulation Services
Fines and Fees**

Policy Statement

Bucks County District member libraries charge fines to encourage the prompt return of borrowed material to the library so it can be borrowed by others.

Regulations

Library materials not returned by midnight on the date due will incur a fine. Once an item is checked in, fines will not continue to accrue. See the Fines and Fees Schedule for rates.

Users can pay fines and fees at any time through their online account. Library users can pay fines in person at their local library. Forms of payments accepted vary by library, see the Forms of Payment Table. A receipt will be offered to each person paying a fine or fee.

A reminder notice is emailed to users 3 days before an item is due. 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. Users may log into their online account at any time to check due dates.

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 21 days after the item is due. Items not returned after 45 days will be considered lost. Refer to the Library's Lost or Damaged Materials policy.

Borrowing privileges will be suspended when the amount of money owed reaches or exceeds \$20.00. Accrued fees of \$20.00 or more must be reduced for borrowing to resume. When fines are large, at their discretion District member libraries may set up payment plans 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.

Adopted by the Board of Directors January 20, 2009
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