



Fine Free Policy

Adopted by the Calloway County Public Library Board of Trustees May 2023.

In January 2019, the American Library Association passed a resolution that asserted overdue fines are a barrier to equitable access and encouraged libraries to eliminate them.

Eliminating fines for overdue material means more people in our community have greater access to the Library's vital materials, resources, and services. Late fines are a real and significant burden for low-income individuals, children, and families. These financial barriers can discourage many people from coming in who rely on the Library for access to all the offerings needed for schoolwork, job seeking, or for those coming for a welcoming place to visit.

The Calloway County Public Library desires to remove this barrier to its resources and to provide more equitable library access to everyone in the community. Eliminating overdue fines may encourage prior users to come back to the Library to return overdue material, and this may additionally attract new users to experience the Library.

This Policy applies to Calloway County Public Library-owned material only.

1. Every item checked out will have a regular due date.
2. Renewable materials may be renewed one time.
3. Patron accounts will be blocked, and borrowing privileges will be suspended for patrons with:
 - Overdue items on their account.
 - \$10.00 or more in fees on their account.
4. All accounts with existing overdue fines will be cleared, and all fees for lost and damaged material will remain.

Once accounts are cleared, borrowing privileges will be restored.

Overdue Materials:

- All items, unless on Hold, will automatically renew one time. On the day following the item's due date, all material not returned will be considered overdue.
- Overdue notices are sent via email or phone if the patron does not have an email address on file. A total of two overdue notices are emailed to patrons every 14 days before the item is considered "Lost."

Fees for Lost and Damaged Materials

- An item will be automatically moved into "Lost" status once it is 30 days overdue. Fees for damaged or lost items will still be charged to cardholder accounts.



- The cost will vary according to the price of the item. A \$10 processing fee and applicable taxes will be charged for each item. The fee helps to cover the internal costs of processing materials.
- Items must be returned or paid for to resume library borrowing privileges.

Borrowing privileges will be suspended for patrons owing more than \$10.00.

If the patron returns the lost materials in good condition, the cost of the item is removed from the account.

The Calloway County Public Library does not charge the patron for damage due to normal use. The Circulation Manager or Collection Development Manager will determine the level of damage and whether the patron must pay the replacement cost for the item.

A processing fee of \$10 per item plus applicable taxes applies. The fee helps to cover the internal costs of processing materials.

Refunds:

The Calloway County Public Library does not issue refunds.

Claims Returned Materials:

Claims Returned occurs when the patron states they have returned an item to the Library and the Library staff cannot locate the item. If the item is not found after searching the Library and requesting the patron to search again for the item, the Library will mark the item as Claimed Returned, one time as a gesture of good faith. The account will then be cleared of the item in question, and a note will be placed on the account.