

# Library

## ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-10-91

SECTION: General Patron Services

SUBJECT: OVERDUE, LOST OR DAMAGED MATERIALS FEE SCHEDULE

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SUMMARY	This regulation lists the charges made to patrons for their extended use of materials beyond the loan period transacted and for their loss of or damage to library materials.
Effective Date:	July 12, 2018
AUTHORITY	<p>a. Overdue, lost, or damaged materials fees may be adopted or changed only by the Library Board of Directors. The County Librarian may adopt procedures to implement the terms of this regulation.</p> <p>b. Borrowers seeking refunds for replacement costs which they have paid must return the material with the receipt. The maximum fine of \$6 will be deducted from the refund. Damaged materials fees apply to both borrowed materials and materials used in the library.</p> <p>c. Overdue materials accrue a \$.30 fine per item per day, with a maximum fine of \$6.00. Damaged or lost materials will be charged to the patron according to the schedule.</p>
PROCEDURE	<p>Denial of Borrowing Privileges</p> <p>ILL Materials</p> <p>Laptops</p>
	<p>When the dollar amount of unpaid fines and fees posted to a borrower's record is \$25.00 or more, further checkout of materials is prohibited, study rooms may not be utilized (Per ARM 20-80-27). The County Librarian is authorized to establish procedures for restoration of borrowing privileges.</p> <p>d. Materials borrowed from other libraries for Johnson County Library patrons are subject to the rules and regulations of the lending libraries, and any charges accrued from overdue, lost or damaged materials will be charged to the patron. The cost of lost materials will be non-refundable after the invoice is paid to the lending institution.</p> <p>e. Laptop computers are made available to Johnson County Library patrons pursuant to this Regulation. The County Librarian is authorized to adopt administrative procedures and a standard Laptop Kiosk User Agreement that patrons will be required to execute before they may make use of Johnson County Library laptop computers. An Overdue laptop accrues a \$5.00 fine per checkout per day. A damaged or lost laptop will be charged to the patron according to the Schedule set forth in subsection g of this</p>

regulation. The cost of a lost laptop will be non-refundable.

**APPEAL**

f. Fines and other charges may be appealed to the County Librarian. The County Librarian shall render a decision within ten days of the filing of the appeal. The individual filing the appeal may appeal the decision of the County Librarian to the Library Board of Directors using the procedure described in ARM 20-10-30.

**SCHEDULE**

g. The fee schedule of overdue, lost, or damaged materials is as follows:

Reading Level	Material Type	Replacement Charge	Default Replacement Charge
Adult	Art Print	Cost of Item	\$30.00
Adult	Audio books on CD	Cost of Item	\$45.00
Adult	Book	Cost of Item	\$25.00
Adult	Compact Disc (Music)	Cost of Item	\$18.00
Adult	DVD	Cost of Item	\$30.00
Adult	Federal Doc. Leaflet & circulating Maps	Cost of Item	\$15.00
Adult	Holder, Plastic A-V	\$3.00	\$3.00
Adult	Periodical	Cost of Item	\$6.00
E, J, YA	Audio books on CD	Cost of Item	\$15.00
E, J, YA	Book	Cost of Item	\$10.00
E, J, YA	Books to Grow Kit	Cost of Item or \$12 Part (s)	\$300.00
E, J, YA	DVD	Cost of Item	\$30.00
E, J, YA	Compact Disc (Music)	Cost of Item	\$18.00
E, J, YA	Holder, Plastic A-V	\$3.00	\$3.00
E, J, YA	Periodical	Cost of Item	\$6.00
	Video Games	Cost of Item	\$60.00
	Inter-Library Loan Items	Cost of Item, Pending Invoice	\$200.00
	Study Room AV Kits	\$50.00	
	Mini HDMI to HDMI adapter	\$50.00	
	VGA to HDMI adapter	\$50.00	
	MAC TO HDMI adapter	\$50.00	
	Laptop	Cost of Item	\$1550.00