

## **Fines Policy Sutton Free Public Library**

Once a Sutton-owned item is overdue, fines are charged for each day that the library is open on the following schedule: Print and Audio materials will accrue a 10¢ per day fine (with no grace period) up to a maximum overdue fine of \$3.00 per item.

DVD and Blu-ray materials will accrue at \$1.00 per day (with no grace period) up to a maximum overdue fine of \$5.00 per item.

Museum passes will accrue fines at a rate of \$5.00 per day with a maximum fine of \$10.00 per pass.

Items that belong to other libraries, even if checked out at the Sutton Public Library, may have different fine schedules. The fines rules for the owning library will apply.

After an item is two weeks overdue, an e-mail reminder is sent to the borrower. A bill for replacement cost is sent when an item is four weeks overdue.

Exact new copies will be accepted in place of lost or damaged items belonging to Sutton Public Library at the discretion of the Youth Services Librarian or the Library Director. If you have lost or damaged an item owned by another library, please contact us or that library to find out if they will accept replacement copies in lieu of payment.

Once the Library receives payment for a lost item, the item becomes the property of the patron. The Library cannot accept the return of or provide refunds or credits for lost materials if they are found after payment of replacement charges has been made.

In lieu of monetary payment of Sutton Library fines patrons may donate a non-perishable food item and receive \$1.00 off of their fines per item donated. This applies only to overdue fees on Sutton Library items not to replacement costs of lost or damaged items or fines on items owned by other libraries. All donated items will be given to the Sutton Food Pantry.

Payments for all fines and fees can be made in the following ways:

By check or money order (ask us how to make out the check for each owning library) or by cash at either the Sutton Public Library or any other library in the C/W MARS system. By debit or credit card through your online library account. If you have trouble logging on to your account, please call the library for assistance at 508-865-8752.

Fines will continue to accumulate daily on all overdue items until the item is renewed, returned, reaches a maximum fine, or is declared lost by either the borrower or The Library. If an overdue item is successfully renewed, borrowers are responsible for the payment of any fines that accumulate while the item is overdue.

Borrowing privileges will be suspended for cardholders with fines and fees totaling \$10 or more.

*Approved by the Board of Library Trustees on December 18, 2017.*