

Fines, Fees and Other Charges Policy

Purpose: The Columbia County Rural Library District Board of Trustees reaffirms its intention to carry out and fulfill the duties and obligations imposed upon all Library Boards under RCW 27.12.

Policy

It is the policy of the Columbia Country Rural Library District Board of Trustees, through the Library Administration and staff, to protect and secure, by whatever lawful means necessary, the property and materials entrusted to it for preservation, research or loan to the general public the Columbia County Rural Library District system serves. Following is a list of fines and fees that may be imposed pursuant to RCW 27.12.210; RCW 27.12.340.

To encourage readers to use the library without fear of accumulating fines, no overdue fines will be charged on material that is late. However, as a courtesy to the library's public, overdue notices will be sent on a schedule as noted below. All patrons will be held responsible and encouraged to return material on time so that other patrons may have the opportunity to check out library material.

According to RCW 27.12.340 "Willfully retaining any property belonging to the library is a class 4 civil infraction." All patrons will be held responsible for lost or damaged materials. **All library privileges will be suspended until all fines and fees are paid in full.** All costs listed herein are subject to periodic review and possible changes.

Overdue Library Material Charges

Charges are as follows:

- No fines charged on overdue material except for eReaders.
- Courtesy notices for books will be generated on the 11th and 30th days an item is overdue in the form of email notice, phone call or paper copy.
- Courtesy notices for audio and video materials will be generated on the 8th and 15th in the form of email notice, phone call or paper copy.
- eReaders that are overdue starting the 15th day will be charged \$2 per day overdue fees for a maximum of five (5) days. On the sixth (6th) day fine is \$200.

Lost Fees

Lost fees are as follows:

- All items 90 days overdue convert to lost, and a lost fee is charged in lieu of an overdue charge.
- The fee for lost items overdue is \$1.50 per item up to a maximum of \$10.00 plus replacement cost of material.
- Overdue eReaders will be charged \$2 per day overdue fees for a maximum of five (5) days. On the sixth (6th) day fine is \$200.

Replacement Charges

The actual cost of the material or a default cost for the material as indicated on the list below is charged

- The patron owes for the replacement cost of the item if lost.

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- The patron owes both the lost fee or overdue fee and the replacement charges if the item is 90 days or more overdue.
- If the item is returned, the patron still owes the lost fee or overdue fees. All material except eReaders will be charged \$1.50 per item up to a maximum of \$10.00 if the item is 90 days or more overdue.
- If item is returned prior to 90 days of being overdue, no fee will be charged with the exception of eReaders.
- If the patron, with the approval of the Library Manager or Director, provides the Library with a suitable replacement for the lost item, the replacement charge and lost fee are waived if the item is returned prior to 90 days. If a suitable replacement is presented to the library after 90 days, the fee will still be charged.
- If a patron pays the replacement charges and the lost fee and later returns the “lost” item to the Library, no refund is given. The patron may keep the book or donate it to the Library.

Default Replacement Costs

These are costs incurred when the purchase price of an item is not available through library records.

Adult, Juvenile and Young Adult Library Materials:

Audiobooks (any format)	\$20.00
CDs (music)	\$15.00
eReaders plus accessories	\$200.00
Single Audiocassette/book	\$ 7.00
Single Audio CD	\$ 8.00
DVDs/Blu-Rays	\$15.00
Mass market paperbacks	\$ 8.00
Playaways	\$24.00
Playaway Views	\$99.00
Quality Paperbacks	\$15.00
Hardback Fiction books	\$15.00
Hardback Non-Fiction books	\$15.00
Reference Materials	\$50.00
Damaged beyond repair	Replacement cost of item

Other Library Charges

Library card charges

First card free; lost card \$1.00 charge begins with the 2nd replacement card.

Non-Resident Card

\$35.00 per year per card; \$20.00 per year per card for seniors (62 and over); \$15.00 for 3-month card.

Lost/damaged eReader plus accessories	\$200.00
Lost/damaged magazine charge	\$3.00

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Lost/damaged single DVD/CD case	\$3.00
Lost/damaged multiple DVD/CD case	\$5.00
Lost/damaged Playaway case	\$4.00
Lost/damaged Playaway view case	\$5.00
Read-Along Bag	\$2.00

Print Charges

<u>(copier – (black and white) for letter or legal</u>	\$.10 per page (double sided \$.20)
<u>(copier -- colored) for letter or legal</u>	\$.35 per page (double sided \$.70)
<u>(copier – (black and white) for ledger</u>	\$.20 per page (double sided \$.40)
<u>(copier – (colored) for ledger</u>	\$.70 per page (double sided \$1.40)
<u>(printer – (black and white)</u>	\$.10 per page
<u>(printer -- colored)</u>	\$.35 per page

Fax Charges	\$.25 per minute for long distance \$ plus \$.10 per page. \$.10 per page to receive International calls whatever going rate is per minute with phone company to call that country.
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Microfilm/microfiche charges	\$.10 per page
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Scanner charges	\$.10 per page B&W \$.35 per page colored
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Ear buds for Playaways	\$1.25 (set)
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Batteries for Playaways – patron provides their own

Fines, fees and other charges may be waived by the branch manager or director.

HISTORY

Adopted February 14, 2008
Revised January 28, 2010
Revised October 15, 2012
Revised May 19, 2014
Revised April 18, 2016