

BERTHA BARTLETT PUBLIC LIBRARY
Story City, Iowa

FINE POLICY

The fines for all overdue books, DVDs, videos, CD books, cassettes, puppets and all other materials will be 10 (ten) cents per day that the library is open. Fines will accumulate until they reach the replacement cost as per chart below. This is to include children and adults. There will be a short grace period after the due date before fines start to accumulate.

The State Code of Iowa states that library materials not returned in three months are considered stolen, the City policy also defines failure to return materials within this time frame as theft.

Adult patrons will not be allowed to check out any further items once they have reached an accumulated fine of \$10.00. Children (under 18 years of age) who have fines over \$10, may, at the Director's discretion, check out one item at a time until they or their parents have paid down their fines to under \$10.00. The Director or Children's Librarian may reduce or forgive fines for children if all material has been returned.

If any item is lost or damaged beyond repair, the patron will have to pay the replacement cost plus a service charge of \$5.00. The service charge is to help defray the cost of cataloging, postage and processing.

New or renewed cards will be issued for lost or damaged cards when fines are paid in full. Replacement fee for a lost or damaged library card is \$2.00.

The guidelines of charges for damaged materials will be as follows:

1. Cover ruined (damaged, torn, chewed, etc.)	\$2.00 to total replacement
2. Barcode damaged	\$1.00
3. Water soaked	Total replacement
4. Mildewed	Total replacement
5. Colored or written in	.25 per page
6. Dirty or sticky	.25 per page
7. Ruined plastic jacket	\$2.00
8. Mendable plastic jacket	\$1.00
9. Cut or torn but mendable	.25 per page
10. Plastic bags (replace)	.75
11. Puppets or Hanging bags	2.50
12. Compact disc case	2.00
13. DVD case	2.50 – 5.00
14. Book on Tape (Case only)	6.50 – 13.50
15. Book on Tape (sleeves)	.55 per sleeve
16. Date Due Slips torn out	

Costs for lost or damaged items:

Will be the actual replacement cost, if available, or as listed below:

BOOKS

Adult fiction/biography	\$	30.00
Adult non-fiction		35.00
Juvenile		20.00
Board Books		5.00
Paperbacks		
Adult Mass market		8.00
Adult Trade		16.00
Children's Paperback		5.00
PERIODICALS		6.00

Policy established 1/1986
Revised 8/2006
Updated 12/2008

Revised 8/2011
Updated 12/2014
Updated 10/2018