



BLOOMFIELD LIBRARY FINES & FEES POLICY

Overview

A public library exists to serve the community and is based on the concept of sharing resources. When one person violates that principle by retaining materials beyond the established limits, that person takes unfair advantage of the community as a whole. Patrons are encouraged to follow lending loan periods and return materials on time. The Bloomfield Public Library agrees with the American Library Association policy statement that the “imposition of monetary library fines creates a barrier to the provision of library and information services.”

Application

This policy applies to Bloomfield-owned material only. Materials borrowed via BCCLS are still subject to the fine policies of those libraries.

Regulations

1. Library materials are available to use free of charge.
2. Daily overdue charges WILL NOT apply to the items listed below:

Print Materials	Default Replacement Cost for Material (Subject to Adjustment)¹
Children's Hardcover Books	\$25
Children's Paperback Books	\$10
Hardcover Books	\$20
New Hardcover Books	\$30
Paperback Books	\$10
New Paperback Books	\$10
Non Print Materials	
Audiobooks	\$45
Music CDs	\$20
DVDs	\$20
Blurays	\$25

¹ Default replacement fees are used when the exact price is not available. When the exact price is available, the patron will be charged that price, be it lower or higher.

3. The library will notify a patron thirty (30), sixty (60), and ninety (90) days (per BCCLS policy) after the items' due date. Notification is done through email or by postal mail depending on what the patron has selected as their notification option. At ninety (90) days, the patron will be issued a bill for the Replacement Cost. This bill will be mailed to the patron at the address on file. It is the patron's responsibility to notify the library of any changes in their contact information or notification method.

4. If materials are kept for ninety (90) days past the due date, a lost item replacement fee will be assessed except for the non-print materials listed below.

5. Due to the limited supply of some library materials, daily overdue fines are assessed on some items as prescribed below:

Non Print Materials	Daily Overdue Fines	Maximum Fines	Default Replacement Cost for Material (Subject to Adjustment)
WiFi Hotspots	\$5	\$20	\$100
Museum Passes	Forfeit deposit	Forfeit deposit	Varies
Cake Pans	\$1	\$5	\$15

6. When the maximum fine level as shown above has been reached, the item's status will change and the default Replacement Cost for Material will be charged to the patron's account.

7. On the day after the due date, all materials will be considered overdue if they have not been renewed or returned. If a patron has ten (10) or more items overdue their account will be blocked.

8. No fines will accrue on days that the library is closed.

9. The library notifies patrons of overdue materials via email or postal mail.

10. Any unrestricted patron with an account balance of ten dollars (\$10) or more, or an unpaid lost item shall forfeit borrowing until the charge is below ten dollars (\$10). Any restricted (courtesy/ReBL card holder) with an account balance of ten dollars (\$10) or more, or an unpaid lost item shall forfeit borrowing until the charge is below ten dollars (\$10).

11. Patrons experiencing unusual difficulty in returning their materials or paying their fines should contact the Head of Circulation, who may then forward the request to the Supervising Librarian or Library Director as needed.

12. Patrons should resolve disputed fees before paying them. Once payment has been accepted, refunds will not be issued.

13. Patrons have the option of paying fines by credit card, cash, money order, or check at the Library. Patrons wishing to use a credit card at the library are subject to a \$1 minimum transaction. Patrons may also pay from their online

library accounts. This option includes a transaction fee assessed by BCCLS for the service. There are no refunds on credit card transactions.

14. The library will continue to charge the following fees for certain services:

SERVICE	COST
Photocopies	\$0.20 per page Black & White; \$0.50 per page Color
Computer prints	\$0.20 per page Black & White; \$0.50 per page Color
Fax	\$1.50 for page one, \$0.50 per page thereafter

Adopted: December 4, 2019