GLEN RIDGE PUBLIC LIBRARY
For every part of your life.
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FINES AND FEES POLICY

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. Upon return, all material must be returned to the collection and may not be immediately borrowed by the user for 24-hours. The Glen Ridge 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 Glen Ridge-owned material only. Materials borrowed via BCCLS are still subject to fines.

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 Books	Varies by type
Young Adult Fiction and Non-Fiction hardcover books	$35.00
Young Adult Fiction and Non-Fiction softcover books	$20.00
Adult Fiction and Non-Fiction hardcover books	$35.00
Adult Fiction and Non-Fiction softcover books	$20.00
NON PRINT MATERIALS	
Audiobooks	$45.00
Music CDs	$15.00
DVDs	$20.00

[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. Lost items are also assessed a $5 processing fee.

3. The library will notify a patron fourteen (14), twenty-eight (28), sixty (60), and ninety (90) days after the items' due date. Notification is done through email or by postal mail

depending on what the patron has selected as his/her 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. There are no refunds on Replacement Cost payments.

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

NON PRINT MATERIALS	DAILY OVERDUE FINE	MAXIMUM FEE	DEFAULT REPLACEMENT COST FOR MATERIAL (SUBJECT TO ADJUSTMENT)
WiFi Hotspot	$5.00	$20.00	$100.00
Museum Passes	$5.00	$20.00	Varies
Library of Things	$5.00	$20.00	Varies

7. When the maximum fee level 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.

8. 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 OR an item more than 45 days overdue their account will be blocked.

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

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

11. Any unrestricted patron with an account balance of ten dollars ($10) or more, or an unpaid lost item shall forfeit borrowing, renewing, and access to public computers until the charge is below ten dollars ($10). Any restricted (courtesy/ReBL card holder) with an account balance of five dollars ($5) or more, or an unpaid lost item shall forfeit borrowing, renewing, and access to public computers until the charge is below five dollars ($5).

12. Patrons experiencing unusual difficulty in returning their materials or paying their fines should contact the Library Director.

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

14. Patrons have the option of paying fines by credit card, cash, money order, or check at the Library. 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.

15. The library will charge fees for certain services such as printing, laminating, notary public, and merchandise.

Approved by the Library Board of Trustees - October 23, 2019
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