

Mid-Columbia Library System 405 S DAYTON, KENNEWICK, WA 99336 509.582.4745		<b>Circulation Policy</b>	
		SECTION: 210	NO. 21
<b>TITLE:</b>		<b><i>FEES</i></b>	
COVERAGE: <i>CARDHOLDERS</i>	RESPONSIBLE: <i>PUBLIC DESK STAFF</i>		Page 1 of 2
AUTHOR: <i>LORI PORTUGAL</i>	SUPERCEDES: <i>ALL PREVIOUS</i>		
REVIEWED BY: <i>PLANNING AND DEVELOPMENT COMMITTEE</i>		APPROVED BY: <i>BOARD OF TRUSTEES</i>	
ADOPTED: <i>APRIL 18, 1994</i>	REVISED: <i>JULY 17, 2006</i>	EFFECTIVE: <i>JULY 27, 2006</i>	NEXT REVIEW: <i>7/2007</i>

## 1. PURPOSE:

- List fees that may be incurred by MCLS Cardholders

## 2. SUMMARY OF JULY 17, 2006 REVISION:

- Add 7.3 re services to Homebound patrons
- Add 7.10 re collection agency referrals
- Insert policy into new format

## 3. RELATED POLICIES & PROCEDURES:

- PROCEDURE – PROCESSING PAYMENTS IN POLARIS CPR.212.21.1
- POLICY – CRITERIA FOR HOMEBOUND LIBRARY SERVICE

## 4. SETTINGS AND OR SUPPLIES NEEDED:

- Fees schedule for patron information

## 5. DEFINITIONS:

- Homebound – Unable to drive due to advanced age, reduced vision or other physical handicap and who do not have ready access to other means of transportation to and from the library.

## 6. APPENDICES:

- NONE
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## 7. POLICY STATEMENT

The goal of Mid-Columbia Library System is not to penalize the cardholder who borrows items but, rather, to encourage borrowers to respect the terms of the loan agreement and to handle their loans responsibly and with care for the benefit of all Library users and the entire Mid-Columbia area. To that end, we observe the following regulations.

### REGULATIONS

1. Overdue DVD/VHS, Books on Tape/CD/MP3, Music CD/Records and Theme Boxes are charged at \$1.00 per day.
  2. Other materials are charged at \$0.20 per day.
  3. Homebound patrons served by our Outreach Department will not be charged overdue fees or replacement charges.
  4. Overdue fees for materials borrowed from the bookmobile will not begin until the next available run after the date of the checkout.
  5. Maximum overdue fee per item is the original retail cost of the item as reflected in the item record.
  6. If the original retail cost is not listed in the item record, a replacement fee will be charged.
  7. A processing fee of \$5.00 will be charged for lost materials or materials damaged beyond repair.
  8. A lost or stolen library card will be replaced for \$5.00
  9. Overdue fees begin the third day after the due date.
  10. MCLS reserves the right to refer accounts owing \$10.00 and more to a collection agency. A \$5.00 collection-processing fee would be added to accounts between \$10.00 and \$25.00. A \$10.00 collection-processing fee would be added to accounts of \$25.00 and over.
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