

Mid-Columbia Libraries 405 S DAYTON, KENNEWICK, WA 99336 509.582.4745		Circulation Policy	
		SECTION: 210	NO. 21
TITLE:		<i>FEES</i>	
COVERAGE: <i>CARDHOLDERS</i>	RESPONSIBLE: <i>PUBLIC DESK STAFF</i>		Page 1 of 3
AUTHOR: <i>EXECUTIVE TEAM</i>	SUPERCEDES: <i>ALL PREVIOUS</i>		
REVIEWED BY: <i>PLANNING AND DEVELOPMENT COMMITTEE</i>		APPROVED BY: <i>BOARD OF TRUSTEES</i>	
ADOPTED: APRIL 18, 1994	REVISED: JULY 17, 2006 SEPTEMBER 15, 2008	EFFECTIVE: JULY 27, 2006 MARCH 1, 2009	NEXT REVIEW:

1. PURPOSE:

- List fees that may be incurred by MCL Cardholders

2. SUMMARY OF SEPTEMBER 2008 REVISION:

- Changing terms “patron” and “cardholder” to “customer”
- Restructuring replacement card criteria

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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The goal of Mid-Columbia Libraries is to encourage customers 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 customers served by our Outreach Department will not be charged overdue fees, processing fees, or replacement charges.
 4. Overdue fees for materials borrowed from the bookmobile will not begin until the next available run after the date due.
 5. Maximum overdue fee per item is the original retail cost of the item as reflected in the item record.
 6. Customers will be charged the original retail cost as reflected in the item record for any materials lost or damaged beyond repair.
 7. If the original retail cost is not listed in the item record, a replacement fee will be charged.
 8. A processing fee of \$5.00 will be charged for lost materials or materials damaged beyond repair.
 9. A lost or stolen library card will be replaced in the following manner:
 - Customers ages 0-12: no fee for the replacement of lost or stolen library cards
 - Customers ages 13-17: no fee for the replacement of the first lost or stolen library card. \$5.00 fee for subsequent replacement cards
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- Customers ages 18+: \$5.00 fee for the replacement of each lost or stolen library card

10. Overdue fees begin the third day after the due date.

11. MCL reserves the right to refer accounts owing \$10.00 and more to a collection agency. A \$5.00 collection-agency fee would be added to accounts between \$10.00 and \$25.00. A \$10.00 collection-agency fee would be added to accounts of \$25.00 and over.