



## Fines and Fees

### I. Policy Application.

Library resources are shared by everyone, which means library users have a responsibility to return library materials on time and in good condition. The Fines and Fees policy is not in place to penalize library patrons; rather, it is designed to encourage patrons to return library materials on time so that these valuable resources are available to others, who have an equal right to use them.

As custodians of both the collection and the public's trust, the Library is committed to fair and consistent application of our policies. Holding all users equally accountable for the use of the Library and any fees or fines incurred is part of meeting that public obligation. We understand that due to a wide variety of circumstances materials are sometimes returned late. We do not attempt to judge any individual's circumstances as more excusable than another.

### II. Definitions.

**A. Fines.** Overdue fines are assessed for items returned more than one business day past their due date. Fines are assessed only on days the libraries are open.

**B. Fees.** Fees are assessed for materials that have been lost or damaged. A processing fee is also assessed for lost or damaged materials.

### III. Waivers or Reductions.

Waivers or reductions fines or fees may be made on a very limited basis at the discretion of a library manager in the event of certain extenuating circumstances, which may include:

- Natural Disaster
- Manmade Disaster – Accident or Criminal Act
- Medical Emergency – Self or Family Member
- Family Emergency
- Financial Hardship
- Loss or Theft of Library Card
- Library Error
- Automated Charge Error

**The waiving of fines and fees is an unusual circumstance.** Any occurrence of fines or fees waived (except in case of library error/automated charge error) will be noted on the patron's account. Waiving of fines or fees should generally be limited to one occurrence per account.

Decisions made by the library manager regarding waiving fines and fees are final.

**IV. Food for Fines.**

The Cabarrus County Board of County Commissioners approved the annual "Food for Fines" program on November 21, 2005. The program takes place the two weeks following Thanksgiving each year. Library patrons may donate one non-perishable (unexpired) food item in exchange for the library waiving \$2 in overdue fines. There is no limit to the amount of overdue fines that can be waived. Items may not be donated for future credit. Only overdue fines may be waived in this program. Food items are given to local charitable organizations to be distributed to those in need.

**V. Credit Balance.**

A credit balance is not permitted on an account.

**VI. Charges.**

Adding charges for print outs, book sale or other transactions are not permitted.

**VII. Refunds.**

Refunds are issued only for found "lost" materials that have been paid for and must be issued according to guidelines in the Circulation Policy.

**VIII. Adults with Expired Juvenile Card.**

If an adult patron applies for a library card and had an expired account in the system that was last used when they were under 18, all fines on their account will be waived and all overdue materials will be marked lost with no fines charged to the patrons account. This may be done automatically without mentioning the fines or overdue items to the patron.

**IX. Inactive Accounts.**

When a library account is inactive for five years or more, it is purged from the system. If there are fines and/or fees on the account in an amount less than \$50.00 those fines and/or fees shall be deleted along with the account. If there are fines and/or fees on the account in an amount over \$50.00 the account will remain in the system as inactive and the fines and/or fees will not be deleted.

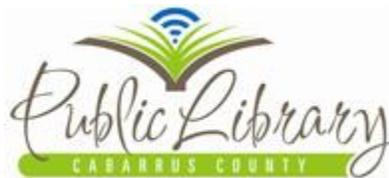
**X. Annual Report.**

A report of all waived fines and fees will be presented annually to the Board of County Commissioners. This report will detail amount of fines waived due to:

- "Foods for Fines" program
- Library Errors
- Automated Charge Errors
- Library manager discretion
- Adults with Expired Juvenile Cards
- Inactive accounts

## Fines and Fees Schedule

Item	Fine/Fee Amount	When Applied	Max Amount
Past Due Items (books, audiobooks, DVDs, Music CDs)	\$0.20 per day, per item	Two days after item is due (a one day Grace Period is extended)	\$5.00 per item
Lost/Damaged Magazine	\$5.00 per item	After an item has been overdue for a period of 6 months, is deemed damaged by library staff, or is declared lost by the patron	\$5.00 per item
Lost/Damaged Item	List Price of Item, plus \$5.00 processing fee	After an item has been overdue for a period of 6 months, is deemed damaged by library staff, or is declared lost by the patron	No maximum
Interlibrary Loan	\$3.00 per item	At the time of pick-up (or time of cancelation, if item has already shipped)	May fluctuate based on type of material.
Interlibrary Loan Overdue Fine	\$1.00 per day, per item	One day after item is due (no Grace period applies)	\$10.00
Replacement Card	\$2.00	At the time a card is declared lost.	\$2.00 (per replacement)
Non-Resident Card	\$15.00 per card, annually	At the time of registration	\$15.00 per card
Copies & Printing	\$0.15 per page	At the time of service, before pages are copied/printed	No maximum
<b>Book Sale Items</b>			
All Items	\$0.25 each*	At time of purchase	
*Special pricing/sales will take place on occasions of overstock, inactivity, or other circumstances deemed appropriate at the Library Director's discretion. Special pricing will be advertised.			



*Approved by the Cabarrus County Public Library Board of Trustees 5/21/2015;  
 Approved by the Cabarrus County Board of Commissioners 4/20/2015;  
 Effective 7/1/2015*