



## **NORTH LAKE COUNTY PUBLIC LIBRARY DISTRICT FINE FREE POLICY**

**STATEMENT OF PURPOSE:** The North Lake County Public Library District Board of Trustees believe that the elimination of fines for most overdue materials provides equitable access, thus removing a barrier to the community's access to library books, materials and services. It is the Trustee's belief that our community thrives when people have access to the programs, services, and materials they need to pursue their goals and interests.

Libraries across the nation have demonstrated that imposing late fees is not an effective deterrent to the return of late materials. Instead it commonly creates barriers for low-income individuals, children, and families. Rather than motivating borrowers to return materials on time, fines act as an inequitable barrier to service. Personal responsibility is still required, and materials have due dates and are expected to be returned on time or renewed.

### **APPLICABLE MATERIALS**

Overdue fines will not be charged on the following items borrowed from this library or items from a Partner library checked out at this library:

- Books (including book kits)
- DVDs or Blu-Rays
- Audiobooks on CD
- Music CDs
- Magazines

### **PROCEDURE FOR OVERDUE APPLICABLE MATERIALS**

Daily overdue fines will not accrue, however a replacement cost will be charged along with a processing fee if an item is not returned within 30 days of the date it was due. A \$1.00 administrative fee will be charged when an assumed lost notice is mailed. Assumed lost notices may be received by email at no charge. When the assumed lost item is returned, the full replacement cost and processing fee will be removed from the borrower's account, but the administrative fee will still be owed. At 90 days overdue an item is considered to be unrecoverable, and the assumed lost bill is converted to a fixed replacement charge and processing fee for the item. Even if an item is returned after this date, the bill will remain on the patron's account until payment is made. The patron may keep the item after payment is made, if they so choose.

If an item is late due to being lost or damaged, the borrower should notify North Lake County Public Library of the item's status. Most items may be renewed up to two times to allow more time to search. There are no refunds for payments of lost or damaged items. Accounts with charges of \$10 or more are blocked from checking out any items.

## **OVERDUE NOTICES**

Patrons can sign up to receive notices via email or text. Reminders are sent three days before an item is due and periodically after the item's due date. It is the patron's responsibility to ensure that the library has a valid email address for email notices and/or phone number for text notices. Not receiving library notices does not negate the borrower's responsibility for returning library items and/or paying for lost or damaged materials. After an item is overdue 30 days, the item will be assumed lost and the borrower will be sent a notice with charges due.

This policy was amended by the North Lake County Public Library District Board of Trustees on **April 22, 2025**.

Signed:

Allen Bone, Chair

Abbi Dooley, Library Director