

# **Fenton Free Library**

## **Fines, Damages and Overdue Policy**

ADOPTED: 11/17

REVISED:

Fines or charges in excess of \$5.00 accrued through the 4-County System prohibit the patron from further borrowing until the fines are paid. Each library in the 4-County System sets its own policy regarding fines.

### **A. Fines**

At Fenton library, the fine for overdue items is a voluntary contribution from the patron.

### **B. Damages to Books, Audio Books or DVD's**

A charge may be assessed for damages. If item is damaged to the extent that it is not suitable for circulation, the patron will be charged the current replacement cost of said item.

Charges are at the discretion of the library staff.

### **C. Overdue Notification**

The patron will be notified by telephone when materials are 1 week overdue. Patron will be called weekly thereafter.

At 4 weeks, a written notice of delinquency will be sent to the patron and will include a bill for overdue fines.