

**TEMISKAMING SHORES PUBLIC LIBRARY
CIRCULATION POLICY**

SUBJECT: Fines and Fees
AMENDMENT DATE: January 20, 2021
NEXT REVIEW DATE: 1st quarter, 2025

POLICY NO: Circ-4
MOTION NO: 2021-7

1. Overdue fines will be charged according to the following table:

Material	Loan Period	Fine per item per day	Maximum per item	Special rules
Adult books and audiobooks	21 days	\$0.25	\$5.00	none
Children's books	21 days	\$0.25	\$2.00	none
DVDs	7 days	\$1.00	\$5.00	Must be 18, only 6 per membership card
Magazines	21 days	\$0.25	\$2.00	none
Walking poles	21 days	\$0.25	\$5.00	none
Games and puzzles	21 days	\$1.00	\$5.00	none
Snowshoes and backpacks	7 days	\$1.00	\$5.00	none
Ontario Provincial Park Day Passes	7 days	\$1/day for first five days, \$20/day on sixth day	\$25.00	Must be 18, no renewals
Portable Wifi Hotspots	21 days	\$1/day for first five days, \$20/day on sixth day	\$25.00	Must be 18

2. Exceptions to Standard Fine Rates

- Institutional Cards (Teachers' cards) Fines not applied. Responsible for any lost or damaged materials

Circ-4

3. Library patrons shall be advised at the circulation desk if they owe fines. Patrons may not borrow additional materials if the amount they owe exceeds \$20. The library staff will not accept book donations, coffee, baking or other favours in lieu of fines.
4. At its discretion, supervising staff may waive some fines or fees for patrons who have experienced extreme hardship such as long-term hospitalization, imprisonment, eviction, fire or theft. It is the patron's responsibility to complete a form and to provide valid supporting documentation verifying the hardship. Library Pages are not to forgive fees or fines.
5. Patrons will be charged the replacement cost at today's retail value for lost, damaged or unreturned materials. The Temiskaming Shores Public Library does not accept substitutes for lost or damaged materials in lieu of replacement costs.
6. Replacement of the item will be left to the discretion of the Chief Executive Officer or the designate, in keeping with the library's Collection Development policy.
7. The library charges fees for some services:

Service	Fee
Photocopying	\$.25/page
Printing	\$.50/page
Faxing (long distance-local and 800 free)	\$1.50/page
Receiving fax	\$.50/page
Replacement Library Card	\$2.00
Nonresident fees (see Policy Circ-2)	\$100/year, \$75/6-months
Research fee	\$30/hour, \$10.00/15 minute lookup
Proctoring Exams	\$50 per exam

8. Found / Returned Items
If the lost item is found and returned, the patron is eligible for reimbursement of the replacement fee as long as the following criteria are met:
 - It is within one year of the due date. No refund will be permitted after one year.
 - Proof of payment of replacement fee is provided in the form of the original receipt, or library staff are able to find proof of transaction in the account on the library system. No refund will be permitted without proof of payment.
9. Payment options
 - Payment can be made at the library via cash, cheque or money order.

(January 20, 2021)