

**TEMISKAMING SHORES PUBLIC LIBRARY
CIRCULATION POLICY**

SUBJECT: Fines and Fees
REVIEW DATE: January 22, 2025
NEXT REVIEW DATE: 1st quarter, 2029

POLICY NO: Circ-4
MOTION NO: 2025-4

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

Material	Loan Period	Fine per item per day	Maximum per item	Special rules
CO ₂ Monitors	21 days	\$1.00	\$5.00	Must be 18
Games	21 days	\$1.00	\$5.00	none
Light Therapy Lamps	21 days	\$1.00	\$5.00	Must be 18
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
PFC Family Pool Passes	7 days	\$1.00	\$5.00	Must be 18
Portable Wifi Hotspots	21 days	\$1/day for first five days, \$20/day on sixth day	\$25.00	Must be 18
Radon Detectors	21 days	\$1.00	\$5.00	Must be 18
Snowshoes and backpacks	7 days	\$1.00	\$5.00	none
Walking poles	21 days	\$1.00	\$5.00	none

2. Library membership cards are blocked when fees or fines exceed \$20. Library services which require a library card, such as computer, room rental and program access, may not be used until the fines or fees are paid.

Circ-4

3. Exceptions to Standard Fine Rates: Fines are not applied to Institutional Memberships, however the holder is responsible for any lost or damage items.
4. 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.
5. 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.
6. 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.
7. 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.
8. The library charges fees for some services:

Service	Fee
Photocopying	\$.25/page
Printing	\$.50/page
Long Distance Faxing	\$1.50/page
Local and 1-800 number Faxing	Free
Receiving fax	\$.50/page
Replacement Library Card	\$2.00
Nonresident fees (see Policy Circ-2)	\$120/year, \$75/6-months
Research fee	\$30/hour, \$10.00/15 minute lookup
Proctoring Exams	\$50 per exam

9. 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.
10. Payment options
 - Payment can be made at the library via cash, cheque or money order.