

**POLICY 325**  
**SCHEDULE OF FINES, FEES, AND FINANCIAL TRANSACTIONS**

The Lisle Library District (LLD) recognizes that fines/fees can create a barrier to Library use. Therefore, the LLD has eliminated overdue fines for LLD materials/items as a means to alleviate such barriers (2020). The LLD values barrier-free access to information, materials, and equipment for our patrons. However, eliminating overdue fines does not mean patron responsibility for Library materials/items has been abolished.

The following schedule of fines, fees, and financial transactions apply to all LLD patrons and denotes expectations for LLD patrons that are reciprocal patrons at other libraries.

**A. Elimination of Overdue Fines | Continued Expectations**

1. All Library items have due dates and patrons are expected to return items by their due dates.
2. Borrowing privileges will be suspended when an individual has LLD items that are more than 6 weeks overdue and patrons will be billed for those items.
3. Unpaid/billed costs shall stay on a patron's account until paid. Accounts that reach \$35.00 shall go to collection agency after 10 weeks and a collection agency fee will be applied to the patron's account (see 2b).
4. Should a patron return an item/s after being billed, item costs will be waived as long as item is in good condition (not damaged/see 2c). In the event that the patron has garnered a collection agency fee, that fee will remain on the patron's account until paid.

**B. LLD Fines and Fees**

1. Replacement cost for a lost or damaged art print bag is \$20.00 .
2. Accounts sent to the collection agency shall garner an additional collection agency fee as set by the vendor.
3. Charges for damaged/lost items are derived from the institutional cost as recorded in the LLD catalog .
  - a. The LLD makes material replacement decisions in accordance with LLD Policy 500: Collection Management.
  - b. The LLD does not accept patron acquired materials in exchange for paying the cost/s as recorded in LLD catalog.
  - c. Patrons will receive a payment receipt for damaged and/or lost items.
  - d. If lost material is found and returned within two months of the date of the receipt, a refund will be made, upon presentation of receipt. No refunds will be made after two months of the date of payment.
4. Returning digital devices and/or Book Club in a Bag in a book drop: \$5.00 fine per instance.

**C. Borrowing privileges will be suspended in the following cases:**

1. When an individual's fines/fees exceed \$10.00
2. When an individual has LLD items that are more than 6 weeks overdue (excludes eMedia/streaming/downloadable materials)
3. When a reciprocal borrower's library has requested suspension

#### **D. Inter-Library Loan (ILL) Fines, Fees, & Privileges**

1. Items obtained through ILL for LLD residents are subject to fines and fees set by the loaning institution.
2. The loaning institution will bill for damaged and/or lost materials.
3. ILL materials received from other institutions have no maximum fine.
4. ILL privileges will be suspended at the discretion of the Director if privileges have been abused.

#### **E. Reciprocal Borrowing Fines, Fees, & Privileges**

LLD resident reciprocal borrowers who damage or lose library materials may be directly billed by the loaning institution or the loaning institution may bill the LLD for the damaged and/or lost materials. In such cases, the LLD will place those fines/fees on the LLD patron's account. A loaning institution may also suspend reciprocal borrowing privileges if privileges are abused.

#### **F. Credit Card Use**

There is a minimum transaction amount of \$1.00 for credit card transactions.

#### **G. Waivers**

1. Material/item replacement costs and associated fees may not be waived for lost or damaged items.
2. Fines and fees for materials/items not owned by the LLD may not be waived.
3. Fines or other charges may be waived or adjusted by authorized LLD staff in cases of documented patron emergency. These may include: death, hospitalization, or other emergencies. Patrons may be asked to provide proof of circumstance upon request for a waiver.

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