

POLICY 325
SCHEDULE OF FINES, FEES, AND FINANCIAL TRANSACTIONS

1. Lisle Library District Materials Fines and Fees:

a. To replace a lost or damaged Library card: \$1.25

b. For overdue Lisle Library District materials and equipment:

All materials except as noted below:	\$0.25 per day
Videos and Video Games	\$1.00 per day
Digital devices	\$1.00 per day
Book Club in a Bag	\$1.00 per day

c. To replace a lost or damaged art print bag: \$20.00.

d. For each account sent to collection agency: Rate set by vendor.

e. For damaged and lost items: Original Library cost, plus \$5.00 processing fee.

The Library makes material replacement decisions in accordance with Policy 500/Collection Management. The Library does not accept patron acquired materials in exchange for paying the original Library cost.

Patrons will receive a payment receipt for both damaged and lost items.

For damaged or lost items, the patron will not be charged overdue fines once payment is made.

If lost material is found and returned within two months of the date of the receipt, a refund will be made, less the processing fee, upon presentation of receipt. No refunds will be made after two months of the date of payment.

f. Returning digital devices and/or Book Club in a Bag in a book drop: \$5.00 fine per instance.

g. Maximum overdue fines are \$6.00 for all materials except ILL items (see 3b below).

2. Borrowing privileges will be suspended in the following cases:

a. When an individual's fines reach \$10.00.

b. When an individual has materials that are more than 6 weeks overdue.

c. When a reciprocal borrower's library has requested suspension.

3. ILL (Inter-Library Loan) Fines and Fees:
 - a. For overdue LLD materials loaned through ILL (see 1b above).
 - b. Items obtained through ILL for Lisle Library District residents are subject to fines and fees set by the loaning institution.
 - c. The loaning institution will bill for damaged and/or lost materials.
 - d. ILL materials received from other institutions have no maximum fine.
 - e. ILL privileges will be suspended at the discretion of the Director if they have been abused.
4. Reciprocal Borrowing Fines and Fees:
 - a. For overdue LLD materials borrowed by reciprocal users (not LLD residents), see 1b above.
 - b. For LLD resident reciprocal borrowers with damages and/or lost materials, the loaning institution may directly bill the LLD resident or the loaning institution may bill the LLD for the damaged and/or lost materials. In such case, the LLD will place those fines/fees on the LLD patron's Library account.

Note: A loaning institution may suspend reciprocal borrowing privileges if privileges are abused.

5. Credit Card Use:

There will be minimum transaction amount for credit card transactions of \$1.00.
6. Waiver of Fines:

Material replacement costs and associated fees may not be waived for lost or damaged items.

Fines and fees for materials not owned by Lisle Library District may not be waived.

Fines or other charges may be waived or adjusted in cases of documented patron emergency. These may include: death, hospitalization, or other emergencies. Patrons will provide proof of circumstance upon request.

The Library Director may periodically authorize special waive programs with prior notice to the Board.

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