

ALPHA PARK PUBLIC LIBRARY DISTRICT POLICIES

Lost, Damaged, Overdue Materials, & Fees for Other Services Policy

The Board of Trustees is invested with the specific power under the Public Library Act (75 ILCS 16/30-55.70) to provide, by ordinance, fines and penalties for injury to any book or other library material, or to any real or personal property belonging to or in the custody of the library, and for failure to return any book or other material or personal property belonging to or in the custody of the library and to exclude from the use of the library any person who willfully violates the rules prescribed by the Board. The purpose of this policy is to prevent, discourage, and prohibit the injury to any book or library material or property, real or personal, and the failure to return any book or library material or property to the library.

The library shall levy fines and fees against items that are overdue, and those who hold overdue items. If items are lost, patrons shall pay for the lost items, along with a processing fee. The cost of replacement generally will equal the cost of obtaining another new copy of any given item, according to various trade sources. Should lost items be found, under appropriate circumstances the library will issue a refund for the cost of the item, excluding the processing fee. At the discretion of the Director or his/her designated staff person, patrons may be allowed to keep damaged item after all charges have been paid.

All efforts will be made to resolve issues of damaged or lost materials in an amicable way. However, as circumstances may warrant, the Director of the Library is empowered to report willful violations of Library rules and regulations to the State's Attorney for prosecution pursuant to the applicable terms of the Illinois Criminal Code and shall exclude such person from further use of the library or any privileges attendant thereto until full restitution to the library has been made. The Director may also ask local law enforcement entities to assist in recovering overdue materials, if the leadership of such entities is willing to provide assistance. There is nothing to prevent the library from securing the services of a collection agency to retrieve materials and obtain payment of fines and fees owed the library.

For purposes of this section, "willful" is to mean "without good cause."

All fines and penalties for the commission of injury upon the library, its grounds, or the property thereof shall be paid into the general fund of the library, unless otherwise authorized.

Fees for Other Services

The Library may also charge fees for certain services, *e.g.*, faxing, photocopying, and/or printing from computers, at the discretion of the Director in consultation with designated staff. Under unusual or extraordinary circumstances, the direction and/or advice of the Board may be sought.

Adopted by the Alpha Park Public Library Board of Trustees, March 21, 2011.