

## MEDINA COUNTY DISTRICT LIBRARY POLICY MANUAL

<b>Policy No: PUB-06</b>	<b>Title: FINES AND FEES</b>		
Section: Public Services	Owner: Assistant Director	Resolution No: 22-08	
Board Approval Date: 08-19-2019	Staff Reviewed Date: 04-30-2023	Revised Date: 07-18-2022	Effective Date 07-18-2022

**Policy Statement:**

Fines and fees are assessed for certain overdue, lost or damaged library materials. Fines are assessed on a daily basis with a maximum fine based on the type of overdue material. Overdue fines are not charged on Sunday or on days the library is closed. Lost items are billed to the member’s account at 21 days overdue.

**FINES FOR OVERDUE MCDL MATERIALS**

Item	Fine per Day	Maximum Fine
Mobile Hotspots	\$5.00	\$35.00
Tools & Tech collection	\$5.00	\$35.00

**FEES FOR LOST OR DAMAGED MCDL MATERIALS**

**Replacement fees for MCDL materials:** Borrower pays database price shown for item. If database shows no price, borrower pays:

Item	Price per item
AV-booklet, case or container	\$2.00
Audio book – per CD	\$8.00
OCLC Interloans	\$25.00
Mobile Hotspots	\$40.00
Discovery Packs/ Bookpacks/Grief Kits	\$5.00 per item
Launchpad charging set (cord & adapter)	\$12.00 (\$6.00 per piece)
Playaway View charging cord	\$10.00
DVDs/BluRays from multi-disc sets	\$8.00 per disc

The default price for all lost or damaged OCLC Interloans is \$25.00. When the bill for the actual cost of the item is received, the price will be adjusted accordingly on the member’s record.

AV material will not be discharged from the member’s account until all inventoried items in the set are returned or billed as lost/damaged.

Related Form: PUB 06.01 Payment Slip

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Payment for lost MCDL items is not refundable. (effective 11/01/19)

Clevnet fees may vary and may include processing fees charged by the owning library in the event of loss or damage. MCDL cannot refund payment for a lost item from any other Clevnet library. Staff will refer the patron to the owning library regarding their refund policy.

### **BANKRUPTCY:**

The filing of a bankruptcy case automatically suspends collection and other actions against the debtor's property. An attempt to collect a debt or take other action in violation of the Bankruptcy Code may result in penalties.