



### FINES AND FEES POLICY

**Policy:** The Board of Trustees of the Kent County Public library establishes guidance for the loan of materials including circulation periods, renewal processes and notices for late return. In order to keep the collection as accessible as possible and ensure all our members have equitable access to the library's items, the Board will not collect fines for overdue items. Customers with outstanding balances for lost or damaged items may incur limited use of library services.

**Date:** Revised February 28, 2021

**Signature:**

**Procedure:** Kent County Public Library will not collect overdue fines. The library will attempt to notify patrons of overdue materials and of any charges for lost or damaged items according to procedures established by the Board of Trustees.

Overdue notices:

Email or mailed notice	21 days
Lost Item notice listing replacement cost	42 days

Library account balances of \$50.00 or more may result in limited use of library services.

#### Service Fees

Service	Fee
Returned Check	Current Bank Rate
Notary Public	\$2.00
Printing/Photocopy	\$.20 per page
Non-resident card	\$10.00 per year
Electronics tampering and alterations	\$50.00



Damaged and Lost Materials:

If items which are owned by Kent County Public Library are lost or damaged (no longer usable), the individual responsible for the card used to check out the material must pay the replacement cost plus a \$5.00 processing fee for each item.

If the borrower later returns the item, we will reimburse the replacement payment, up to 90 days after the payment was made. All refunds will be made with a check issued by the Kent County Public Library and mailed to the borrower.

Items which are borrowed from a library outside of the Eastern Shore Regional Library system which are lost or damaged (no longer usable) will be assessed a \$25.00 replacement charge plus a \$5.00 processing fee.

**Payment by Credit or Debit Card:** Payment by Credit or Debit Card is only accepted in person and not over the phone. Checks mailed to Kent County Public Library will be applied to an account after being cleared. A check mailed in for payment should indicate what the payment is for either by letter or in memo area on check.

Online payments may be made via Paypal on the library's website. Please indicate what the payment is for when submitting and include item title and type. (Ex: The Giving Tree, Book)