

## CIRCULATION FEE POLICY

### A. PURPOSE

The purpose of the Circulation Fee Policy is to establish regulations regarding the charging of fees for overdue and unreturned library materials and other circulation-related fees.

### B. POLICY STATEMENT

Durham County Library charges fines for all materials kept out beyond the due date. The purpose of the fines is to encourage timely return of materials. Fines are charged according to the following schedule, subject to change at the beginning of each fiscal year. The following loan periods and fees are based on a full privilege library card:

Resources	Maximum Allowed	Holds Allowed	Loan Period	Renewals	Overdue Fees
Books, audiobooks, periodicals, read-along kits, puzzles and CDs	50	15	21 days	5	\$ .25 a day late fee per item.  Maximum fine of \$5 per item, per checkout period.
Feature film, documentary, juvenile DVDs	10	15	7 days	5	
TV Series DVDs	3	15	21 days	5	
Book Club Kits	2	3	42 days	0	
Lucky Day	3	0	7 days	0	
Interlibrary Loan	5	N/A	Set by the lending library	Set by the lending library	
Mobile Devices (Hot Spots)	1	1	14	0	
Total items per card	50	15			



Digital Collections: ebooks, downloadable audiobooks, emagazines, digital music, digital video	Varies by service. See <a href="#">Digital Collections</a> page for more information.	None
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**Lost and Damaged Materials:**

Borrowed items are declared lost when they are reported by the customer or when they are 40 days overdue. At that time, the customer’s account will be assessed the replacement cost of the item plus a \$5 processing fee per item. The replacement cost will be refunded if the lost item is returned in usable condition within 6 months of the date the item was set to lost status payment date. The processing fee is non-refundable.

Customers are responsible for the repair costs for items damaged while checked out to them. If the item is damaged beyond use, the replacement cost of the item plus the processing fee will be assessed to the customer’s account.

**Additional Information:**

- No renewal of items on waiting lists.
- Items declared lost at 40 days overdue.
- Charges per lost/damaged item; replacement cost + \$5 processing fee.
- Replacement library card: \$1
- Out-of-county card: \$45 per year
- Returned check fee: \$15
- Checkout is allowed when fines/fees are \$10 or less on a card.
- Hotspots are disabled when overdue.
- Hotspots and Interlibrary loan materials must be returned to the checkout desk at the library where it was originally checked out.

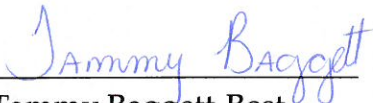
**Legal Action:**

The borrower or responsible adult (in the case of a borrower under 16 years of age) may be subject to either prosecution under North Carolina criminal statutes or civil process provided by law, if payment is not received for lost library materials.

### C. RESPONSIBILITY

It is the responsibility of all public service staff and facility supervisors to understand this policy fully so as to ensure fair and equitable application. It is the responsibility of the Deputy Director, with the advice of the Board of Trustees, to interpret, monitor and recommend updates to the policy. The Library Director is the final authority with regards to enforcing this policy.

Effective July 2019

  
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Tammy Baggett-Best  
Library Director