

FORT SASKATCHEWAN PUBLIC LIBRARY

**BYLAW NO. 1
SCHEDULE C**

FINES

It is the Library's function to keep as many items in circulation as possible. Anyone keeping an item past its due return date will be fined as follows:

Adult Books/Magazines	\$.30 per item per day
Junior Books/Magazines	\$.15 per item per day
Audio Cassettes & Compact Discs	\$.40 per item per day
Videos & DVDs	\$1.00 per item per day
Multimedia Kits	\$1.00 per item per day

Maximum Fines

The maximum fines that can be levied for items are as follows:

Adult Hardcover	\$10.00
Junior Hardcover	\$5.00
Adult Paperback	\$5.00
Junior Paperback	\$5.00
Adult Magazine	\$3.00
Junior Magazine	\$3.00
Audio Cassettes & Compact Discs	\$10.00
Videos & DVDs	\$10.00
Multimedia Kits	\$10.00

LOST AND/OR DAMAGED ITEMS

If an item on loan is returned to the library in a damaged condition, such damage being in excess of fair wear and tear, the cardholder to whom the item was issued must pay the cost of repair or replacement of the damaged item as determined by the Librarian.

If an item is lost, the cardholder to whom the item was issued must pay the cost of replacement as determined by the Librarian.

Processing fees will be added to the replacement cost of lost or damaged items at the following rates:

Adult Hardcover	\$10.00
Junior Hardcover	\$5.00
Adult Paperback	\$5.00
Junior Paperback	\$5.00
Adult Magazine	\$3.00
Junior Magazine	\$3.00
Audio Cassettes & Compact Discs	\$10.00
Videos & DVDs	\$10.00

Overdue fines are in addition to the replacement charges, up to the maximum stated previously.

If the lost item is returned to the library within six months of being paid for, a refund of the replacement cost will be made. Overdue charges and processing fees are not refundable.

PROCEDURES FOR RETRIEVING OVERDUE RESOURCES:

When library items are overdue for 10 days a printout is produced. An attempt to contact, by telephone, the member to whom the overdue item(s) were issued, or in the case of a junior member, the parent or guardian of this borrower will be made after 10 days.

This printout informs the patron of the title(s) of overdue resources and the due date. Borrowing privileges will be suspended if number of items overdue/fines are beyond the maximum limit. The patron will be informed when this limit is reached.

SUSPENSION OF BORROWING PRIVILEGES

A patron's borrowing privileges may be suspended when fines and fees owing on the patron's library account total more than \$5.00. Patrons are expected to bring the amount owing below this threshold before borrowing privileges are restored.

REVOCAION OF BORROWER'S CARD

A borrower's card may be revoked by the Librarian for the following reasons:

1. Disturbing and disruptive behavior in the Library.
2. Abuse of Library facilities and resources.
3. Abuse of electronic resources in the Library.
4. Chronic loss of and/or damage to loaned items.
5. A chronic record of overdue items.
6. Non-payment of fines or replacement/repair charges.

Conviction under the Libraries Act

Convictions of offenses under the Libraries Act, s. 41, are subject to penalties defined in the Act, to which the reader is referred for details.

First reading November 13, 2002

Second reading November 13, 2002

Third reading November 13, 2002

M. (Robin) Wilkinson
Board Chair

Secretary