

# FORT SASKATCHEWAN PUBLIC LIBRARY

## POLICY 86/14 SCHEDULE C

### Fines

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

Adult Books	.25 per item per day
Junior Books	.10 per item per day
Compact Discs	.40 per item per day
Audio Books	.40 per item per day
Toys	.40 per item per day
Videos	.40 per item per day
Junior Magazines	.10 per item per day
Adult Magazines	.25 per item per day

### Maximum Fines

The maximum fines which can be levied for a given item is as follows:

Adult Hardcover	\$10.00
Junior Hardcover	5.00
Adult Magazine	3.00
Junior Magazine	3.00
Compact Disc	10.00
Toy	5.00
Audio Book	5.00
Video	5.00
Junior PB	5.00
Adult PB	5.00
Vertical File	5.00
ILL	5.00

### Lost or Damaged items

If an item on loan is returned 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 charges have been waived for all items.

Overdue fines are in addition to the replacement charges, up to the maximum stated on previous page.

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 are not refundable.

### Procedures for Retrieving Overdue Material

When Library items are overdue for ten days a print-out is produced. The Library staff will 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 member.

This print-out informs the patron of the title(s) of overdue material and the due date. Borrowing privileges will be suspended if the number of items overdue or fines are beyond the maximum limit. Patron will be informed when this limit is reached.

### Revocation of Library Membership

A membership 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 materials.
3. Chronic loss of and/or damage to loaned items
4. A chronic record of overdue items.
5. Non-payment of fines or replacement/repair charges.

### Conviction under the Libraries Act

Convictions of offenses under the Libraries Act, s.45, are subject to penalties defined in the Act, to which the reader is referred for details.

Amended 10/88; 01/91; 04/91; 06/92; 06/94

Revised 12/98; 12/99; 06/01