

Overdue Fines

Daily Fines



Policy:

Each library may set daily fines at whatever rate it chooses. Maximum fine rates must be \$5.00, \$10.00, or \$20.00.



Recommendation:

It is recommended that fines for media not exceed \$1.00 per day.

Fine Creation



Policy:

Overdue fines are created automatically by the system at check in. The fine policy of the owning library prevails when checking in or renewing overdue materials, regardless of the fine policy in effect at the library where the material is checked in or renewed.



Recommendation:

When considering changes in fine policy, contact the BCCLS office for guidance.

Fine Collection



Policy:

The collecting library keeps the fines.



Recommendation:

Care should be taken when collecting fines to make sure payment does not include the replacement cost of lost items.

A patron may opt to pay for their fines through their account online.

<https://my.bccls.org/bin/consortium-info/policies-procedures/fines-bills/lost-items/>

Fine Posting



Policy:

Fine policy should be posted in a visible place at the circulation desk.



Recommendation:

Fine policies should note that materials owned by other libraries may have different fine policies.

Media should be clearly labeled with the pertinent fine policy, for patron awareness.

Fine Forgiveness



Policy:

Fine amnesty programs sponsored by individual libraries may apply only to materials owned by the sponsoring library. This policy should be clearly stated in all publicity connected with the local library's fine amnesty program.

If local policy permits, fines and fees for staff members may be forgiven. However, the extension of amnesty to staff members of other libraries is up to the lending library.