

**SPRINGDALE PUBLIC LIBRARY
Policies and Procedures**

FINES AND OVERDUE NOTICES

Affects: All Functions	Effective Date: May 8, 1996	Review Date: April 8, 2002	Number
Signature: Name: Title: Board President			

A. Purpose

This policy establishes fines for the late return of materials and the notification process to be used.

B. Policy

The Springdale Public Library Board may establish rules and regulations for administering the Library (Arkansas Code 13-2-503).

The Board chooses to include the levying of fines for the late return of materials as follows:

Print Materials	\$.10/day with \$2.00 maximum per item.
Non-Print Materials	\$1.00/day with \$7.00 maximum per item.

One overdue notice will be sent to the current mailing address provided by the patron, or an e-mail address at the patron's request. The second notification will be in the form of a bill for the item.

Borrowing privileges may be suspended when fines on a patron's record exceed \$5.00 or when billed items have not been paid or returned. Payment of the fine to under the \$5.00 limit and/or payment for or return of the materials automatically reinstates borrowing privileges.

At the Library Director's discretion, borrowing privileges may be suspended for all card holders living at the same address or for all minor card holders of an adult when the total costs incurred reach \$5.00 or when billed items have not been paid or returned. When the fine is brought under \$5.00 and/or the billed items paid or returned, then borrowing for all cardholders involved will resume.

C. Applicability

D. Responsibility

Responsibility is with the Library Director.

E. Appendices

Arkansas Code 13-2-503