

SPRINGDALE PUBLIC LIBRARY
Policies and Procedures

FINES AND OVERDUE NOTICES

Affects: All Functions	Effective Date: May 8, 1996 R: June 15, 2015	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, Audiobooks, Music and Software	\$.10/day with \$2.00 maximum per item.
DVDs and Blu-rays	\$1.00/day with \$3.00 maximum per item.

The first and second overdue notices will be sent to the patron notification choice. The third notification will be in the form of a bill and will be mailed to the patron's address.

Borrowing privileges may be suspended when fines on a patron's record exceed \$5.00. Payment of the fine to under the \$5.00 limit 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. When the fine is brought under \$5.00, then borrowing for all cardholders involved will resume.

C. Applicability

Responsibility

Responsibility is with the Library Director.

D. Appendices

Arkansas Code 13-2-503