

**CHARITON PUBLIC LIBRARY OPERATIONS POLICY**  
**(Approved July 5, 2012)**

**Fines**

Overdue fines will be assessed to patrons for items that are returned past the due date. The following overdue fine rates are in effect:

Books, Periodicals, Audio-Books, Music CDs, Nonfiction Audiovisual	10¢ Per Item Per Day
Movies (DVD & VHS)	50¢ Per Item Per Day

Per-day fines will not apply to Sundays, holidays or days that the Library is not open. Library Patrons with unpaid fines exceeding \$2.50 shall have borrowing privileges suspended until all fines are paid in full. There is a maximum fine of \$5.00 per item. Items more than two months overdue will be considered lost or stolen.

**Damaged, Lost or Stolen Items**

Patrons are responsible for returning borrowed materials in good condition and may be assessed costs for damaged or lost items. Unreturned items more than two months overdue will be considered lost or stolen and replacement costs will be assessed. Library privileges may be suspended or revoked if damage or replacement assessments are not paid. Legal action may be taken by the Library upon failure to return items or pay the costs assessed. (see appendix page 42 - 43 for relevant Iowa Codes 702.22, 808.12, and 714.5)

Assessments will include the actual replacement and processing costs. "Avoidable damage" to the cases housing audiovisual items, such as the heat-warping that occurs when the item is left in the sun or near a heat source, will also be assessed to the patron in addition to payment for any damage sustained by the parts inside the case. Amounts are assessed per item and determined by current availability and pricing as listed by product providers: Baker & Taylor, Audio Editions, Random House, Demco, or by the Library of Congress, with replacement costs for individual parts of audiovisual items determined by the source of purchase or replacement. Prices listed below are estimates.

Adult and Juvenile Fiction and Nonfiction (hardbound items)	\$20.00
Paperbacks	\$5.00
Periodicals	\$3.00
Audiovisual Items (CD, DVD, VHS, Audio Cassettes & Cases)	Determined by Source of Purchase/Replacement (cannot be estimated)

All payments are non-refundable.