



Administrative Policy	
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Office Responsible:	Library
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Related Policies:	NA
Related Laws:	NA

Policy Summary: Library Fines

This policy outlines the system of reminders and fines used by Jackson College Library to ensure library materials are returned and available for other library users.

Scope:

This policy applies to all Jackson College students, employees and guest users who reside in Jackson County and use the JC Library, including users at all Jackson College campuses

Policy Statement:

Fines are charged for all late returns on materials from the Jackson College library and Jackson District Library (JDL) shared catalog system, regardless of when and where they are checked out. Fines remain on the user’s record until paid. Users may pay their fines anytime but are encouraged to keep the balance under \$10.00 so that they are still able to check out items.

Library users are automatically assessed small fines when books are not returned to the library on time. Book fines are assessed as follows:

Book Type	Fine Accrual	Charge	Maximum
Adult books & periodicals	14-day grace period	\$.20/day	\$10.00
Juvenile	14-day grace period	\$.20/day	\$10.00
Leisure	14-day grace period	\$.05/day	\$10.00

Note: Faculty, adjuncts, and staff pay no fines.



Larger fines are assessed for reserve items, CDs/DVDs, and equipment as follows:

Material Type	Fine Accrual	Charge	Maximum
Hourly reserve items	1-hour grace period	\$.50/hour	\$10.00
Daily reserve items	No grace period	\$.50/day	\$10.00
CDs & DVDs	14-day grace period	\$.50/day	\$10.00
Laptops	No grace period	\$6.00/hour	\$100.00

Note: Faculty pay no fines on media but receive no special privileges when borrowing laptops or other reserve items.

The process of notification of fines is as follows:

1. At 15 days late, the first notification is sent.
2. At 30 days late, a second notification is sent.
3. At 45 days late, final notification is sent.
4. At 60 days late, the item moves into "lost" status.
5. At 15 days in "lost" status, the user account is sent to collections.

Following are the accrual thresholds for fines:

1. Accrued fines over \$10.00: Users owing \$10.00 or more in fines are not allowed to check out books or other resources from the library until fines are brought below the \$10.00 limit.
2. Accrued fines over \$25.00: Users owing \$25.00 or more are mailed a formal letter before their account is sent to a library collection service.
3. Accrued fines over \$50.00: In addition to the steps above, Jackson College reserves the right to block students' academic records (grades and transcripts) when accrued fines total over \$50.00 worth of College materials. This also includes materials obtained through MeLCat and interlibrary loan.

Lost/Missing Items:

Replacement fees, which vary according to item, are charged for all materials not returned. If available, the original price paid for more recently purchased items is the determining factor in setting the replacement fee. The exception is laptops, which are replaced at the default price listed below, in order to discourage borrowers from keeping them indefinitely. If there is no purchase price listed in the item record, the amount charged is the default price according to the item type listed below:



Adult books: \$50.00

Juvenile books: \$20.00

Leisure books: \$10.00

Reference books: \$100.00

Common reserve items: \$75.00

Less-common reserve items: \$25.00

Periodicals: \$10.00

CDs: \$15.00

DVDs: \$20.00

Laptops: \$1,500.00

Interlibrary Loan: \$50.00

Replacement copies may be presented to the library with the prior approval of the library circulation staff or the library director.

If users believe they have already returned the item, a claims returned process can be invoked, which involves the library searching for the material internally. If this process does not result in the item being located, the lost fee is assessed.

Exceptions: Fines may be forgiven by the library circulation staff or the library director if there is reason to believe that an error (i.e., book returned, but not checked in) has occurred.

References

Library policies and guidelines: libguides.jccmi.edu/policies

<u>Date Of Change</u>	<u>Description of Change</u>	<u>Responsible Party</u>
<u>1/4/12</u>	<u>Initial Release</u>	<u>J. Frew</u>
<u>4/9/14</u>	<u>Updates from Library Director</u>	<u>S. Davis</u>
<u>5/23/18</u>	<u>Review and Edits</u>	<u>J. Adams</u>
<u>05/05/2021</u>	<u>Edits from Library Director</u>	<u>J. Adams</u>
<u>5/5/21</u>	<u>LC Approved</u>	<u>J. Frew</u>