

Estes Valley Library

Fee Policy

The Estes Valley Library imposes fees to encourage the return of Library materials in a timely fashion and in good condition.

Fees are imposed when materials are 15 days or more Overdue, Lost or Damaged or when interlibrary loan items have Special Loan Fees associated with them.

When the total fees on an account equal or exceed \$5.00, borrowing privileges will be suspended. Borrowing privileges are reinstated when all overdue materials are returned and/or fees have been paid.

If total fees exceed \$50, the account may be referred to a collection agency.

Overdue Recovery Fee

The Library has a generous, 2-week grace period before fees are assessed for overdue materials. A \$5 Overdue Recovery Fee is charged to a Library cardholder's account when items are not returned within the grace period.

Lost/Damaged Replacement Fee

An item will be considered Lost 45 days after it is marked as Overdue.

The library charges to replace material or parts of materials that are lost or damaged, including carrying cases, individual tapes and discs, map inserts or similar items. The replacement fee for library materials lost or damaged beyond repair shall be the full retail value of the materials, as recorded in the library database.

Special Loan Fees

Some interlibrary loan items have charges associated with the loan. The fee amount is specified by the lending library and must be approved by the patron before the item is formally requested. This fee must be paid at the time of checkout. The patron is responsible for any overdue, damage, or lost item fees as specified by the Lending Library.

Claims Returned

Library users may receive an overdue notice for materials they believe have been returned to the Library. Once the Library is notified, the item(s) will be designated as "Claims Returned," and the cardholder's account reactivated. Staff will search for missing item for a period of 45 days. The patron is requested to continue to search for the material.

If the item is not found at the end of the 45 days, the cardholder will be responsible for the replacement cost of the item (e.g. the Lost Replacement Fee). If the item is found within 6 months and returned to the Library, the Lost Replacement Fee will be removed from their account or refunded if already paid. The patron remains responsible for the \$5 Recovery Fee.

Any library user with three or more "Claims Returned" items within one year may have borrowing privileges suspended.

Please refer to the **Library Card Eligibility (CIR-01), Loans, Renewals & Requests (CIR-02), Interlibrary Loans (CIRC-04)** and **Archive (COL-02)** policies for more information.

The Estes Valley Library **Fee Policy** was adopted and approved by the Estes Valley Public Library District Board of Trustees on December 11, 2006, and revised on December 14, 2009.

Sarah Walsh, President

Amy Hamrick, Secretary