

SUBJECT: Library Charges  
Forms of Payment

CIRCULATION 200.16

PURPOSE: To establish forms of payment for library charges.

POLICY: Corpus Christi Public Libraries accept the following forms of payment:

Cash

Check (for exact amount only).

Credit or Debit Card (VISA, MasterCard, Discover).

Online Payments

SUBJECT: Library Charges  
Damaged Material

CIRCULATION 200.17

PURPOSE: To define financial responsibility for damaged material.

POLICY: An item will be declared damaged if it or any part of it is unusable. Patron is responsible for cost of item and any applicable fees. A patron returning an item that has been damaged will be billed for the cost on record. If there is no cost on record or indicated on the item, patron will be charged according to the default cost.

DAMAGED ITEMS

Materials cost or default cost (A processing fee of \$5 was added to the price of items that became lost after 7/20/2010.)

DEFAULT COST

|                   |         |                     |         |              |         |
|-------------------|---------|---------------------|---------|--------------|---------|
| Adult Hardback    | \$20.00 | Juvenile hardback   | \$15.00 | DVDs/Blu-Ray | \$20.00 |
| Adult Paperback   | \$10.00 | Juvenile Paperback  | \$ 7.00 | Juv DVD/BR   | \$15.00 |
| Book On CD        | \$30.00 | Juv Book On CD      | \$20.00 |              |         |
| Book with CD      | \$20.00 | Juv Book with CD    | \$15.00 |              |         |
| Music CD          | \$15.00 | Reference Materials | \$30.00 | Reading Club | \$10.00 |
| Juvenile Music CD | \$10.00 |                     |         |              |         |
| Theme Packets     | \$25.00 |                     |         |              |         |

REPLACEMENT OF DAMAGED ITEM:

With approval of Library Director or designee, a patron may replace a damaged item in lieu of paying replacement charges if the following criteria are met:

1. The item is the same or preferably newer edition.
2. The item is the same format (hardback, paperback, etc.).
3. The item is in "like new" condition.
4. Patron pays all applicable fees.

PURPOSE: To identify conditions for determining *lost* status and set guidelines for recovering cost for lost materials.

POLICY: An item with the status of “*Overdue*” will be converted to “Lost” after 30 days from the date it became “*Overdue*.” A patron whose record shows a “Lost” item or items must remit payment, along with any applicable fees for each item. If there is no cost on record or indicated on the item, patron will be charged according to the default cost.

No items will be accepted after one year from “Lost” status.

The Library Director, or designee, may waive all or part of fines or fees under extenuating circumstances. (See Waive Policy 200.25)

LOST ITEMS

Materials cost or default cost (A processing fee of \$5 was added to the price of items that became lost after 7/20/2010.)

DEFAULT COST:

|                   |         |                     |         |              |         |
|-------------------|---------|---------------------|---------|--------------|---------|
| Adult Hardback    | \$20.00 | Juvenile Hardback   | \$15.00 | DVDs/Blu-Ray | \$20.00 |
| Adult Paperback   | \$10.00 | Juvenile Paperback  | \$ 7.00 | Juv DVD/BR   | \$15.00 |
| Book On CD        | \$30.00 | Juv. Book On CD     | \$20.00 |              |         |
| Book with CD      | \$20.00 | Juv Book with CD    | \$15.00 |              |         |
| Music CD          | \$15.00 | Reference Materials | \$30.00 |              |         |
| Juvenile Music CD | \$10.00 |                     |         |              |         |
| Theme Packets     | \$25.00 |                     |         |              |         |

REPLACEMENT OF LOST ITEM:

With approval by Library Director or designee, a patron may replace a *Lost* item in lieu of paying replacement charges if the following criteria are met:

1. The item is the same or preferably newer edition.
2. The item is the same format (hardback, paperback, etc.).
3. The item is in “like new” condition.
4. Patron pays all applicable fees.

PURPOSE: To establish fines for lost, damaged and overdue items.

POLICY: Overdue fines will be calculated automatically from first day item becomes overdue and will include holidays and closed days. Items returned in book drops during a closed period will be checked in as of the last day the library was open. *(Book drops are maintained as a convenience for the patron and the patron remains liable for all materials deposited in book drops until such items are checked in by library staff. The library cannot guarantee the security of items deposited in book drops and will not waive charges on items claimed to have been stolen from book drops.)*

The maximum fine for an overdue item *(that has not gone to LOST status)* will not exceed the full price of the item.

Library Director, or designee, may waive fines under extenuating circumstances (See Waive Policy 200.25). If there is no cost on record or indicated on the item, patron will be charged according to the default cost below.

Fines accrue as follows:

| <u>OVERDUE ITEMS</u> | <u>AMOUNT</u> | <u>TIME</u> |
|----------------------|---------------|-------------|
| All A/V materials    | \$ 1.00       | Per Day     |
| Non A/V materials    | \$ .25        | Per Day     |

Fines established by Ordinance no. 026907 adopted 7/25/2006

DEFAULT COST

|                   |         |                     |         |              |         |
|-------------------|---------|---------------------|---------|--------------|---------|
| Adult Hardback    | \$20.00 | Juvenile hardback   | \$15.00 | DVDs/Blu-Ray | \$20.00 |
| Adult Paperback   | \$10.00 | Juvenile Paperback  | \$ 7.00 | Juv DVD/BR   | \$15.00 |
| Book On CD        | \$30.00 | Juv Book On CD      | \$20.00 |              |         |
| Book with CD      | \$20.00 | Juv Book with CD    | \$15.00 |              |         |
| Music CD          | \$15.00 | Reference Materials | \$30.00 | Reading Club | \$10.00 |
| Juvenile Music CD | \$10.00 |                     |         |              |         |
| Theme Packets     | \$25.00 |                     |         |              |         |

PURPOSE: To establish a fee schedule for transactions other than fines.

POLICY: The following fees will be charged:

| <b>FEE TYPE</b>                | <b>COST</b>             | <b>Ordinance no.</b>      |
|--------------------------------|-------------------------|---------------------------|
| Processing Fee for Lost items  | \$5.00 per item         | 028695 adopted 7/20/2010  |
| Overdue                        | .25¢ per day/per item   | 029579 adopted 7/31/2012  |
| Overdue Media                  | \$1.00 per day/per item | 029579 adopted 7/31/2012  |
| Copies                         | .30¢ per page           | 15690 adopted 8/13/1980   |
| Computer Printouts             | .30¢ per page           | 15690 adopted 8/13/1980   |
| Replacement Card               | \$2.00                  | 029579 adopted 7/31/2012  |
| Non-resident Fee               | \$25.00 per year        | 029161 adopted 7/26/2011  |
| Interlibrary Loan              | \$2.75                  | 029328 adopted 12/13/2011 |
| Non-residents of the state ILL | \$15.00                 | 029328 adopted 12/13/2011 |

SUBJECT: Library Charges  
Refunds

CIRCULATION 200.21  
Date: 11/2016

PURPOSE: To identify conditions entitling patron to partial refund.

POLICY: A library patron is responsible for all materials checked out. The Library will accept a Lost item if the item is returned within a year from being declared Lost. The returned item will be treated as an overdue.

To receive a partial refund for a Lost item which was paid for, the item must be in good condition and returned within 60 days from date item was paid for. The \$5 processing fee will also be reimbursed. Overdue fees will be assessed up to half the cost of the item.

Receipts are required for all refunds, no exceptions. Refunds are not immediate as they will need to be processed through the City of Corpus Christi Central Cashiering.