



FINES AND FEES POLICY

Policy: The Board of Trustees of the Kent County Public library establishes regulations for the loan of materials including circulation periods, renewal processes and fines for late return. In order to keep the collection as accessible as possible and ensure all our members have access to the library's items, the Board has instituted fines and fees. Customers with outstanding balances may be denied use of library services. Staff members are fine exempt.

Date: Revised February 26, 2018

Signature:

Procedure: The library will attempt to recover overdue materials and will notify patrons of unpaid fines and fees according to procedures established by the Board of Trustees. Fees are not charged on holidays, Sundays, or on days when the library is closed.

Overdue Fines

Material	Loan Period	Fine per day
New books	21 days	\$.25
3 week books	21 days	\$.25
Children's books	21 days	\$.10
DVD	7 days	\$1.00
E-Reader	21 days	\$2.00
Board games	7 days	\$1.00

Overdue Fine notices:

Email or phone call	7 days
Postcard mailed	21 days
Lost Item notice listing replacement cost	42 days

Maximum Fine-per item is \$5.00 except E-Readers which are \$10.00 maximum per item
Outstanding fine balances of \$10.00 or more may result in denial of borrowing privileges

KENT COUNTY PUBLIC LIBRARY ■ 408 HIGH STREET ■ CHESTERTOWN, MD 21620

PH: 410.778.3636 ■ FAX: 410.778.6756

www.kentcountylibrary.org



Service Fees

Service	Fee
Returned Check	Current Bank Rate
Notary Public	\$2.00
Printing/Photocopy	\$.20 per page
Non-resident card	\$10.00 per year
Interlibrary loan non pickup fee	\$1.00
E-Reader tampering and alterations	\$50.00

Damaged and Lost Materials:

If items are lost or damaged (no longer usable), the individual responsible for the card used to check out the material must pay the overdue fine, the replacement cost plus a \$5.00 processing fee for each item.

If the borrower later returns the item, we will reimburse the replacement payment, minus the overdue fine up to 90 days after the payment was made. All refunds will be made with a check issued by the Kent County Public Library and mailed to the borrower.

Payment by Credit or Debit Card: Payment by Credit or Debit Card is only accepted in person and not over the phone or by other means of communication. Checks mailed to Kent County Public Library will be applied to an account after being cleared. A check mailed in for payment should indicate what the payment is for either by letter or in memo area on check.

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