



## **Fines, Fees, and Refund Policy**

### **General Information Regarding Fines**

Library fees including fines and printing costs are set by the Board of Trustees, based upon the Library Director's recommendations.

Lyons Public Library is fine-free, with no late fines on books and media, as of March 1, 2022. The library's leaders chose to go fine-free to decrease barriers to the collection and encourage people to come back to the library. There's a mistaken impression that having late fines means that patrons can't use any of our services or attend our programs. An inability to pay late fines causes some patrons to stop coming to the library. By eliminating late fines, we hope to make it easier for all people to visit the library, borrow materials, and access our services.

The following restriction applies: If high-demand items (including new books, new audiobooks, and new DVD's) are more than SEVEN days late, patrons will be unable to borrow more materials until they are returned.

Lyons Public Library still charges late fines for "things," including: museum passes, New York State Parks Empire Pass, electronic devices, reference materials, and any other "things" from other libraries.

### **Interlibrary Loan**

Interlibrary loan (ILL) materials may still incur late fines based on the lending library's policy.

### **Other Fines and Fees**

1. Lyons Public Library still charges fees for lost, non-returned, and damaged items. If an item is lost or damaged beyond repair the patron is responsible for the replacement cost, which is established by the owning library. The library will not accept payment for a lost item until after the item is due. Upon receiving payment for a lost item, a receipt will be issued and given to the patron. The library will only accept a payment-in-kind if previously approved by the library director.
2. If a lost Lyons Public Library item is found and returned in acceptable condition (no damage) within 60 days of the payment date, a refund will be issued to the patron by check. Refund checks will be issued once a month. All lost items that are found and returned, even if paid for by the patron or if the item has been replaced by the library, remain the property of the library. Refunds cannot be issued by Lyons Public Library for items owned by other libraries; only the owning library has the right to make that decision. The patron can contact the owning library for resolution.

3. The following fees may apply to materials returned with missing covers, cases, and labels.

- Mylar book cover: Regular: \$2.00; Large: \$4.00
- Audiobook case: \$3.00
- Audiobook sleeve: \$1.00
- DVD/Videogame case: \$2.00
- Spine label: \$1.00
- Book pocket: \$1.00
- Barcode: \$1.00

### **Copy, Printing, and Fax Fees**

- Copier Fee: Black and white: 20 cents a page; Color: 40 cents a page.
- Sending or Receiving Fax Transmission: \$1.00 (up to 20 pages); additional dollar for each consecutive set of 20 pages or part thereof.
- Printing Fee: Black and white: 20 cents a page; Color: 40 cents a page.
- Special Media: Cardstock, label paper, and other special media (compatible with copier): 20 cents per sheet.

### **Medical Equipment and Outdoor Games**

Items such as medical equipment, outdoor games, fitness equipment, and other physical objects loaned by the library that are returned dirty and require cleaning will incur a \$15.00 cleaning fee, billed to the patron's account.

*Adopted: December 11, 1990*

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