

NUTLEY PUBLIC LIBRARY FINES AND FEES POLICY

Fees – Adult and Juvenile

A fine of \$.10 per day per item is imposed on all overdue materials, except filmed media, Discovery Packs, Puppets, and CD-ROM software. The fee for each overdue filmed media item, Discovery Pack, Puppet, and CD-ROM is \$2.00 per day.

The maximum fee imposed on overdue materials is \$20.00 per item.

Lost Materials – Adult and Juvenile

The BCCLS scale price, or the list price if it exceeds the BCCLS scale price, is charged for lost library materials.

The charge for missing media documentation, kit or packaging components is **\$2.00**.

Damaged Materials – Adult and Juvenile

All or part of the BCCLS scale price or the list price if it exceeds the BCCLS scale price is charged for damaged library materials, depending on the extent of the damage, which is determined by the library.

Past Due Bills

Overdue notices are mailed to patrons when materials are 14 days overdue, 28 days overdue and 60 days overdue. A final letter is sent out after the material is five months overdue. Bills not paid after one year may be referred to Nutley municipal court to collect the overdue amount plus fees and penalties in accordance with ordinance No. 3060 (amending chapter 145 of the code of the Township of Nutley.)

Suspension of Library Borrowing Privilege/Automatic Blockage at Circulation Desk

A delinquent status will automatically occur and continued borrowing prohibited when:

- \$10.00 in fees has accrued.
- Unreturned items are sixty (60) days overdue.
- Ten or more items are overdue.
- A patron has outstanding charges for lost or damaged books.

Borrowing privileges will be restored when outstanding charges (damages, lost books, fees) have been paid in full and overdue items are returned.

Lost Card

The fee to replace a lost card is \$5.00.

Non-Resident Cards

Subscription Cards

A subscription card may be purchased at the Nutley Free Public Library for an annual fee of \$150.00. If the subscriber so desires, this card may be used by members of his/her immediate family. The subscriber is responsible for all materials borrowed using the card. Convenience cards will not be issued to family members. A subscription card entitles the holder to services at the Nutley Public Library and access to the Nutley Library collections.

Courtesy Cards

Non-Resident property owners, those employed in Nutley, and those attending school in Nutley may apply for courtesy cards. The courtesy card is renewable annually with proof of property ownership, employment or school attendance in Nutley. There is no fee for a courtesy card.

Copies and Computer Print-Outs

Copies and computer print-outs are \$.10 per sheet of paper copied or printed in black and white. Color copies and computer print-outs are \$.25 per sheet of paper.

Book Sale

The Library periodically offers books for sale. Hardcover books are \$.50 each. Magazines and paperbacks are \$.25 each. The cost for special items is as marked.

This policy becomes effective on January 2, 1997, and will be reviewed periodically.

Adopted by the Board of Trustees at their regular meeting on October 28, 1997.

Revised March 19, 1998.

Revised January 22, 2002.

Revised May 25, 2004.

Revised May 23, 2006

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