

Bundaberg Regional Library Service Overdue Item Fines Governance Policy

GP-3-055

Rev. No. 1

1.0 INTENT

To define the conditions relating to the charging of fines for items returned to the Library after their due date (ie, overdue).

2.0 SCOPE

This policy applies to all members of the Bundaberg Regional Library Service.

3.0 POLICY OBJECTIVES

The objectives of this policy are:

- a) to ensure the adequate circulation of Library items so that all Library members have the opportunity to borrow items;
- b) to ensure items on reserve for other borrowers are returned promptly.

4.0 POLICY

4.1 Fines

Fines are charged at ten (10) cents per item per day overdue (excluding Sundays and public holidays).

4.1.1 Payment of fines

Borrowers are expected to pay all fines accrued on their cards. The parent/guardian nominated as the responsible person for a member under the age of 18 years, is deemed responsible for the payment of fines accrued on a minor's card.

4.1.2 Limit on fines and suspension of privileges

If fines exceed \$10.00 on a membership card, the borrower will be unable to borrow further items until the fine is paid in full.

4.2 Grace period

A grace period of 6 days is given before fines begin to accrue.

4.3 Overdue notices/invoices

Notices informing borrowers they have overdue items will be forwarded according to the following timeline:

1st overdue notice - sent 10 days after due date

2nd overdue notice - sent 24 days after due date

3rd overdue notice/invoice - sent 38 days after due date

The 3rd overdue notice is also an invoice for the replacement cost of the item.

5.0 CONTROLS

Not applicable.

6.0 EFFECTIVE FROM

The Bundaberg Regional Library Service Overdue Item Fines Governance Policy was adopted by Bundaberg Regional Council on 8th July 2008 (Item H3).

This Policy is effective from 5th August 2008.

7.0 ASSOCIATED DOCUMENTS

GP-3-051 Bundaberg Regional Library Service Membership Governance Policy

GP-3-054 Bundaberg Regional Library Service Borrowing and Returning Library Items Governance Policy

GP-3-056 Bundaberg Regional Library Service Lost and Damaged Library Items Governance Policy

GP-3-053 Bundaberg Regional Library Service Code of Conduct Governance Policy