



## BRACEBRIDGE LIBRARY POLICIES AND PROCEDURES

Policy Number: OP-05  
Title: Fines and Fees  
Board Approval Date: January 2025

Category: Operational  
Policy Replacing: OP-05- Fines and Fees (2022)  
Year of next review: 2026

### PURPOSE:

The Bracebridge Library is dedicated to providing barrier free access to Library services and materials while also ensuring cost recovery for damaged or lost items.

### POLICY STATEMENT:

The following rules apply to all members of the Bracebridge Public Library. In exceptional cases and upon appeal by the patron, the CEO may negotiate payment and or reinstatement of borrowing privileges.

#### 1. Fines for overdue items

The Bracebridge Library has eliminated late fines for overdue materials, starting in January of 2025.

#### 2. Lost Items:

- 2.1. Any items that are lost will result in the borrowing patron being billed replacement cost for the item plus a \$10.00 processing fee.
- 2.2. Should the item(s) be returned to the collection within 6 months, the item *may* be returned to the Library and if appropriate, returned to the collection. Please note that this is at the Library's discretion and may be based on condition, replacement needs, etc. If the Library accepts the item(s) back into the collection the patron will be refunded the replacement cost of the item(s) only, exclusive of the processing fee.

#### 3. Damaged Items

- 3.1. \$5.00 fee for mending
- 3.2. If item must be removed from inventory, replacement costs will be charged plus a \$10.00 processing fee.

#### 4. Lost or damaged card

- 4.1. \$3.00 replacement fee

#### 5. Loss of borrowing privileges and computer access may occur if:

- 5.1. more than \$10.00 is owing.
- 5.2. outstanding fines are more than 1 year old.
- 5.3. more than one "claimed returned" occurrence on account.
- 5.4. the parent/guardian who registered a child for a Bracebridge Library card has lost borrowing privileges, that child may check out material only from the Children's collection until the parent/guardian has their privileges reinstated.
- 5.5. a child's membership has outstanding fines, the parent/guardian who registered the child will also lose borrowing privileges until the account is cleared.

#### 6. Reinstatement of borrowing privileges

- 6.1. Upon payment of outstanding fines or fees, privileges will be reinstated.
- 6.2. In the case of subsequent "claimed returned" occurrences, payment will need to be made for

all outstanding items for the replacement cost of the item(s), plus the \$10.00 processing fee.

RELATED DOCUMENTS:

Circulation Policy #2 – Membership, OP-04: Circulation of Library Material

REVISIONS: OP-05: Fines and Fees (2022), OP-05: Fines and Fees (2021), *Circulation Policy #5 - Fines & Fees (2003)*