

New Brunswick Library Service POLICY AND PROCEDURES MANUAL	304
Policy - (Public Services - General)	
LIBRARY FINES & FEES	

POLICY

Library membership and basic library services are free of charge, consistent with the stipulation of the *New Brunswick Public Libraries Act*. Fines are levied, however, for the late return, damage or loss of library materials. As well, fees may be imposed for services other than traditional library services - for example, room rentals, photocopying, courses offered on site, etc. Chargebacks to the patron may occur in the case of interlibrary loans when the lending library imposes a fee for borrowing or photocopying.

DEFINITIONS

Basic library services refers to the borrowing or on-site consultation of library materials, reference services, and most children and adult programming.

PROCEDURES

1. Fine schedules are established by New Brunswick Library Service, in consultation with the regional librarians. Library staff will refer to provincial policy to determine the amount of the fines.
2. Photocopying fees and fees for microform and computer printouts are established by the public library board.
3. Room rental and other incidental fees may be established by the public library board.

CHARGES/FEES

FINES APPLY TO EVERYBODY, EXCEPT TO SHUT IN PATRONS AND REGISTERED TALKING BOOK PATRONS. WHEN A PATRON HAS MORE THAN \$20 OUTSTANDING IN UNPAID FINES, BORROWING PRIVILEGES ARE SUSPENDED.

General fine rate: 15 cents per item per day to a maximum of \$3 per item.

Fines for videos: 15 cents per item per day to a maximum of \$3 per item.

Fines charged on the bookmobile: General fine rate: 1 cent per item per day to a maximum of \$3 per item. Fines for videos: 1 cent per item per day to a maximum of \$3 per item.

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Replacement costs for lost or damaged books: an item 35 days or more overdue is considered lost and the replacement cost plus a \$5.00 per item processing fee is automatically charged to the patron's card. When a replacement cost is paid, the outstanding fine on the item is waived. If the item is returned, the replacement cost is cancelled and the borrower is charged the maximum fine. If a paid-for item is later returned in good condition, a refund minus the processing fee will be mailed. When a patron has been issued an invoice for replacement costs, borrowing privileges are suspended.

Lost membership card: there is a fee of \$2.00 to replace a lost card.

Internet fees: while charging fees for internet is not encouraged, local public library boards may charge fees for internet service provided by the local library. Fees are charged for the purpose of maintaining the service, not for making a profit. Reasonable fees should apply so as not to discourage use of the service by patrons.

Interlibrary loans: the new brunswick public library system does not charge for providing interlibrary loan services, but sometimes items can only be found in libraries which do require payment for interlibrary loans and photocopies of their materials. Fees normally range from \$5 to \$20 per item. The patron must be made aware that a fee may apply and must be willing to pay such a fee at the time he/she makes a request.