



POLICY: Library Cards, Fines, and Fees

Purpose

To define who is eligible for free library cards, to establish the cost of non-resident cards, and to set library fines and fees.

Statement of Policy

Library Cards

- The following individuals are eligible for free library cards: Middlebury residents; students attending school or college in Middlebury or the Addison Central School District; employees of the Town of Middlebury.
- The following individuals are eligible for free, fine-exempt library cards: library staff; library trustees; library volunteers serving a minimum of 5 hours a month.
- The library director may revoke borrowing privileges if a patron regularly-retains library materials past due dates or if fines owed to the library exceed an amount established by the library director.
- Parents or guardians shall sign the library card applications of their children until they enter 7th grade and shall be responsible for all materials they check out and for all fines or other charges they incur.
- The library director may issue courtesy cards.

Library Card Type	3 Months	6 Months	1 Year
Individual	\$15.00	\$25.00	\$45.00
Household	\$25.00	\$40.00	\$70.00

Fines and Fees

- Fines and fees, if any, are to be determined by the library director subject to the approval of the Board of Trustees. The library director shall establish procedures for the levying and collection of such fines and/or fees due for overdue, damaged or lost materials.
- Patrons are responsible for replacing items that are lost or damaged beyond use.

Patron Category	Fines	Maximum Fee per Item
Adult	\$0.10 / day books, \$1.00 / day videos	\$8.00 / item on books and videos
Juvenile	\$0.05 / day books, \$1.00 / day videos	\$4.00 / item on books, \$8.00 / item on videos



Adopted by the Ilsley Public Library Board of Trustees in October, 1990
Amended on October 15, 2018