



## **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; 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 6<sup>th</sup> 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.

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

#### Fines and Fees

- Patrons are responsible for replacing items that are lost or damaged beyond use.
- Patrons' borrowing privileges may be suspended for unreturned items.
- 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.

Adopted by the Ilseley Public Library Board of Trustees in October, 1990  
Amended on June 14, 2021