Basic Policy:
1. Daily overdue fines are $.25 per day for all items, with a maximum fine of $5 per item. A patron’s account will be charged for the replacement price of unreturned items 21 days after the due date. A $3.00 fee will be assessed for each lost and damaged item to cover library’s processing costs.

2. Patron may replace a lost or damaged item with another copy of the item. The item should be in new or very good condition and must match the edition/version of the original item. Such exchanges are accepted upon the approval of the Collection Development manager. The $3.00 processing fee will still be assessed for each lost and damaged item to cover library’s processing costs.

3. All fees are non-refundable. Returned lost and paid materials are not eligible for a refund.

4. Borrowing privileges are suspended for any card holder owing a balance in unpaid fines or fees of $5.00 or more. These privileges will be reinstated upon return or replacement of lost materials and/or payment of all fines and fees.

5. Inter-library loan borrowing privileges will be suspended pending the return of any overdue items.

Fines and fees schedule:

1) Fines for lost or damaged library supplies:
   (a) Dust jacket ............................................................... $1.00
   (b) Barcode ................................................................. $ 1.00
   (c) Book pocket ......................................................... $ 1.00
   (d) Security tag (beeper) .............................................. $1.00
   (e) Spine labels, pocket labels ................................. No charge
   (f) Outer container for audiovisual:
       1) Music CD/DVD/MP3 cases ......................... $ 1.00
       2) Audiobook cases ............................................ $ 7.00
       3) Playaway cases .............................................. $ 3.50
   (g) Read-along kit plastic container ...................... $ 5.00
   (h) Supplemental print material not integral to book or set (map, chart, pamphlet, booklet, etc.) ......................................................... $ 1.00
   (i) Supplemental AV material not integral to set (CD ROM, CD, bonus material DVD)... ................................................................. $ 3.00
   (j) Playaway battery cover.................................... $ 1.00
(2) **Replacement fees - Library materials:**

All replacement fees are based upon ability to find correct price, usually designated on the bibliographic record for each item. An additional $3.00 processing fee will apply. If cost is not reflected in the record, the following uniform prices will apply:

(a) **Books:**
   a. Adult categories $ 25.00  
   b. Juvenile and Young Adult $ 20.00  
   c. Board books $ 6.00  
   d. Mass market paperbacks $ 8.00  
   e. Trade paperbacks $ 15.00  

(b) **DVDs** $ 15.00  

(c) **Audiobooks:**
   a. Books on CD sets are assessed at a rate of $8.00 per disc lost.  
   *(No processing fee is charged unless entire set is lost / damaged.)*

(d) **Music CDs** $12.00  

(e) **Periodicals/puzzles/un-cataloged paperbacks:** no charge

(3) **Fees - Damaged library materials:**

If library material is damaged but still usable, the following fees will be assessed. Damage fees should not exceed the replacement cost for the item. (See section 1 above for costs of pockets, jackets, containers, etc.)

(a) Rebinding for missing cover, broken spine $ 11.00  
(b) Water damage, not damaged beyond repair $ 5.00  
(c) Mildew damage or severe water damage Replacement cost  
(d) Burns, ink or crayon marks, food stains $ 2.00  
(e) Mutilated, chewed, torn, lost pages 50¢ per page  
(f) Mutilated, torn, chewed cover (no rebinding) $ 3.00

(4) **Library card fees:**

(a) Residents of Manatee County may obtain a free library card. A Resident is defined as any individual whose permanent home address is in Manatee County, who owns property, a mobile home, or a business in Manatee County, who attends school (grades K-12, technical or college) in Manatee County, or who is employed in Manatee County. Those not meeting any of these criteria are considered non-residents

*Note: A reciprocal borrowing agreement exists for card holders of many of the library systems in this region of Florida. The Manatee County Library System will honor library cards in good standing from any of these partnering library systems. A current list of participating reciprocal libraries is available at: [www.tblc.org/reciprocal/patron_libraries.php](http://www.tblc.org/reciprocal/patron_libraries.php)*
(b) Non-resident library card is $20.00 per year for first card, $1.00 for each additional card issued to a family member.

(c) Lost library card replacement: No Charge

(5) Special services fees:

(a) Reference by mail:
    Originating outside Manatee County: $5.00 *
    Requests within Manatee County: $2.00 *
    * Fee includes 20 photocopies and postage. Additional copies are 25¢ per page.

(b) ILL Interlibrary loan) charges:
    The library does not charge patrons to request materials from other library systems; however, the lending libraries sometimes assess fees to lend their materials. When these fees are incurred, a check made payable to the lending library is collected from borrowing patron by our staff.

(6) Library Staff Processes:

(a) Debt collect fees of $10 are no longer added to patron accounts. In the event one still appears in the patron account, all library staff have the authority to waive that fee and while doing so will initial the record. The library staff may waive up to $5.00 for other fines on an account and will initial the records when the fine is waived. If fines greater than $5.00 are waived, the on-duty supervisor must provide their approval and initial the record as well as the staff.
Revised and approved by the Library Board of Trustees at its April 25, 2019 meeting.

Adopted in open session with a quorum present and voting this 7th day of May, 2019.

BOARD OF COUNTY COMMISSIONERS
OF MANATEE COUNTY, FLORIDA

BY: ___________________________________
   Chairman

ATTEST: Angelina Colonneso,
         Clerk of the Circuit Court

BY: ___________________________________