

## CIR-5: Fines and Fees Policy

Adopted: 10/17/2013; Last Revised: 3/21/2024

### Policy Statement

A public library exists to serve the community and is based on the concept of sharing resources. When one person violates that principle by retaining materials beyond the established limits, that person takes unfair advantage of the community as a whole. Additionally, some library resources require additional funding support.

---

### Regulations

1. Fines will no longer be charged on Orion Township Public Library materials. Material not returned within 30 days of being overdue, will be subject to a replacement fee and processing charge being added to the patrons library account.

Library Material Type	Daily Overdue Fine	Maximum Fine	Default Replacement Fee for Material (subject to adjustment) <sup>1</sup>
MeLCat Item	\$1.00 DVDs \$0.15 others	\$10.00 DVDs \$4.00 others	\$100.00
Print Materials			
Binge Box	N/A	N/A	\$100.00
Book	N/A	N/A	\$25.00
Book Discussion Kit	N/A	N/A	\$150.00
VOX Books	N/A	N/A	\$25.00
Magazine	N/A	N/A	\$5.00
Non-Print Materials			
Audiobook on CD	N/A	N/A	\$45.00
Audiobook on Playaway	N/A	N/A	\$45.00
Blu-Ray/DVD	N/A	N/A	\$25.00
Bicycle with lock	N/A	N/A	\$110.00
Board Games	N/A	N/A	\$25.00
Cake Pans	N/A	N/A	\$25.00
Canvas Bags	N/A	N/A	\$25.00
CD Book Kit	N/A	N/A	\$25.00
Chromebooks	N/A	N/A	\$300.00
Chromecast	N/A	N/A	\$35.00
iPad	N/A	N/A	\$450.00
Kill-A-Watt Meter	N/A	N/A	\$25.00

---

<sup>1</sup> Default price is used when the exact price is not available.

Music CD	N/A	N/A	\$15.00
Puppet	N/A	N/A	\$25.00
Puzzle	N/A	N/A	\$25.00
Tools	N/A	N/A	Market value
Sewing Machine	N/A	N/A	\$125.00
Software	N/A	N/A	\$25.00
Videogame	N/A	N/A	\$60.00
Videogame Console	N/A	N/A	\$450.00
Wireless Hotspot	N/A	N/A	\$100.00
Youth Theme Kit	N/A	N/A	\$250.00* *Refer to the schedule within each kit for the replacement cost of individual items lost

Library Material Type	Hourly Overdue Fine	Maximum Fine	Default Replacement Fee for Material (subject to adjustment) <sup>2</sup>
In-Library Only			
Charging Cords	N/A	N/A	\$15.00
Graphing Calculator	N/A	N/A	\$125.00
Reading Glasses	N/A	N/A	\$15.00
Videogame Console (Nintendo Switch and Game controllers)	N/A	N/A	\$450.00

2. On the day after the due date, all materials will be considered overdue if they have not been renewed or returned.
3. All checked out items will be automatically renewed, if eligible, up to 2 times, if the item is not on hold for another patron and there are renewals remaining. Patrons will receive email notice stating what has been auto-renewed and what could not be auto-renewed.
4. No fines will accrue on days that the library is closed for MeLCat materials.
5. The library will notify patrons of the overdue materials via email or United States Postal Service in compliance with state law.<sup>3</sup>
6. Any patron who has a lost item on their account shall forfeit borrowing privileges until item is returned or paid for. Patrons experiencing unusual difficulty in returning their materials or paying their fees should contact the library circulation staff.
7. When a patron claims an item returned, staff will continue to look for the item for six months. If the item is not found and the claim is the second one for the patron, there will be a Processing Fee of \$15.00 added to the patron account.
8. Accounts with a balance of \$25 for more than 30 days shall be turned over to a collection agency. A service fee will be automatically added.

<sup>2</sup> Default price is used when the exact price is not available.

<sup>3</sup> MCL 397.603 *et seq.* Library Privacy Act

9. Patrons should resolve disputed fees before paying for them. Once payment for library fees has been accepted, monetary refunds will not be issued.
10. Library services listed below require the specified fees:

Library Service	Fee
Printing & Copying	
Black & White printing/copying	\$0.10 per page
Color printing/copying	\$0.25 per page
Patron print/copy account pre-pay limit	\$25.00
3D Prints	\$1.00 setup fee \$0.05/gram
Library Cards (see <i>Library Card Policy</i> for definitions)	
Patron - Resident, Student - Non-Resident, Business, Lake Orion Teachers, TLN home library card	No Charge
Non-Resident	\$200.00
Replacement of lost library card	\$1.00
Meeting Rooms (see <i>Meeting Room Policy</i> for more details)	
Commercial Use - Meeting Room A, B, Youth Activity Room, and James Ingram Room Therefore, Meeting Rooms A&B combined	\$35.00 per hour per room \$35x2=\$70.00 per hour
Excessive amount of cleaning in any Meeting Space	Professional cleaning fee
Use extending outside normal library hours	\$25.00 per 15 minutes
Advertising (see <i>Displays and Distribution of Non-Library Materials Policy</i> for more details)	
Lobby TV slide (commercial)	\$100/week
Lobby TV slide (non-profit)	\$50/week
Lobby TV slide setup (optional)	\$50

**Makerspace Equipment replacement costs:**

1. Users are responsible for any damage done to the Makerspace equipment up to the full cost of repair (subject to adjustment) resulting from the misuse of the facility or the equipment or from failure to follow all rules, policies, procedures, and restrictions.

Equipment	Cost of Replacement
ION Audio Tape 2 PC	\$125.00
ION USB Turntable	\$85.00
Epson Perfection V800	\$1,300.00
Toshiba DVR620 Converter	\$260.00
Elgato Video Capture	\$90.00
Pulse 3-D Printer	\$1,000.00
Glowforge Basic	\$4,000.00
Cricut Explore Air	\$200.00
Cricut Mug Press	\$250.00
Laminator	\$1,925.00
Mayku FormBox	\$839.00
Button Maker	\$275.00

A patron may contest a library policy or any portion of a library policy by following the procedures as outlined in MGT-15: Appeals Process Policy.