



Hillsboro Public Library

Public Notice Circulation Policies

Fine Policy

Scope of Policy:

This policy covers overdue books or materials, damaged books or materials, lost books and any fines associated with them, as well as general fine policy.

Overdue Materials

Books that are late will be charged 20 cents a day. There is a 2 day grace period to return your items without incurring a fine.

Damaged Materials

The library patron is responsible for any damages to books or materials (including but not limited to torn pages, missing pages, food smudges, liquid spills, drawing, or inappropriate markings) to books or materials. You will be charged for the full price to replace the book.

FYI: Normal “Wear and Tear” is not applicable, including accidental small tears, pages falling out or books that are breaking away from the spine.

Lost Books

In the event you think a book may be lost, ask the staff to renew your materials and we will renew them for a period of one month to give you ample time to look for the book. In addition, any books that are overdue for more than one month (*without any word from the patron*) will be marked as lost to avoid excessive fines. After one month, the book will be marked as lost and the patron will have to pay for the full price of the book, any overdue fees or purchase a replacement copy. Replacement copies may be donated in hardback or paperback.

Finding a Lost Book

If you find and return the missing book we will not charge you for the lost book and may reduce the cost of any overdue fines. If you already paid for the lost book and find the book later, please DO still bring it back and we will reimburse you for the book.

Lost Book and Overdue Fees

By law we cannot charge you for more than the cost of the book in overdues or lost book fees. However, be aware that overdue fees can add up per book, especially if you have two or more books overdue at the same time.

Fine Restrictions

A patron will not be allowed to check-out materials if they have **\$3.00 or more** on their account. Anyone with \$3.00 or more in fines on their library account will not be allowed to use the computers unless they 1) pay off their fine or 2) pay the \$2 donation.. However, the patron is still responsible for the fine or lost book.

Fine Notification

When you come to the library to check-out materials, we will remind you of your fine. If a patron does not come in to pay their fine we will first contact them by phone. A second notice will be mailed at the end of the month if the fine is not paid. Finally, if we do not receive a response from you, the library reserves the right to report the patron to a 1) collection agency or 2) The Montgomery County State's Attorney's Office if the patron has had 1) 3 fine notices or more 2) The fine is over \$20 or 3) the lost book has been in possession by the patron for over a year.

What Do I Do If I Can't Pay My Fine?

We understand that sometimes you may not be able to afford to pay your fine due to bills or other expenses. If you are having a hard time paying your fine here are some alternative financial options for you...

1. **Make a Monthly Payment Plan** (pay only \$5 a month) until your fine is paid off
2. **Provide a book of Equal Value** to trade in (only the director can approve the trade in as it must fit patron demand or needs of the collection at the time, no old dusty books!).
3. **Make a Donation of a Food Item** to the local Food Pantry (a collection box is in the library - please let the staff know of your donation so fines can be adjusted)

Concerns

If you have concerns about this policy please contact Director Laura Naugle by calling (217) 532-3055 or email hillsborocitylibrary@gmail.com.

Policy Evaluation

The library board will be responsible for evaluating this policy every five years.

Adopted: 12/19/17

Amended: 3/13/19

Approved: 3/19/19

Amended: 3/30/21

Amended: 10/18/2023

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