



**Ankeny Kirkendall Public Library
Ankeny, Iowa**

**The Mission of the Ankeny Kirkendall Public Library
Welcoming all to Learn, Imagine, and Do**

SUBJECT: **FINES AND FEES**

BACKGROUND: The Library charges fines to encourage compliance with rules for the return of materials that promote fair and equal access to limited resources.

POLICY: The Library Board of Trustees has established procedures for handling materials that are overdue, lost, or damaged. These procedures also establish methods of retrieval for overdue materials, interlibrary loan materials and equipment.

The Library does not generally charge for the use or loan of materials it owns or for the use of library services. The Library Board of Trustees has, however, established exceptions to the policy for the following: use of meeting rooms; copying; replacement of a lost patron card; printing; equipment use; lost or damaged materials. The Board may establish other charges as it determines to be necessary.

PROCEDURE: A. Overdue Materials:

1. A fine of \$0.20 cents per day per item for books, audiobooks, music CDs, DVDs, and Blu-Rays will be charged each day the materials are overdue up to a maximum of \$5 per item.
2. A fine of \$3 per day for digital projectors, projector screen, slide projector, and STEAM Kits will be charged each day that it is overdue up to a maximum of \$15. Borrower is responsible for all applicable replacement costs and processing fees, and/or accessories if lost, stolen or damaged while checked out.
3. Notices will be sent to patrons to remind them of overdue materials. An initial notice will go out 3 days after the material(s) are due. A second notice will be sent when the materials are 2 weeks overdue. A third notice will be sent out at 4 weeks. A final lost notice will be sent out at 6 weeks. The accrual of fines will be stopped at this time and the patron will be charged the cost to replace the items.
4. Fines are stopped on the date the overdue item is returned.

B. Concealment of Materials:

The law of the State of Iowa provides that the fact that a person fails to return library materials for 2 months after the date the person agreed to return the materials is evidence of intent to deprive the library of its property, provided a reasonable attempt has been made to reclaim the materials. Under these circumstances the Library may elect to send delinquent accounts with fines at least \$50 to collections.

C. Overdue Interlibrary Loan Books:

Interlibrary Loan (ILL) materials check out for the period allowed by the lending library. The Library staff shall attempt to notify the patron by telephone or email 3-6 days after an ILL book is due. Any late fees assessed by the lending library will be charged to the patron. Charges for lost or damaged ILL materials will be determined by the lending library and charged to the patron.

D. Overdue Periodicals:

There will be a \$5 charge for each lost periodical.

E. Lost or Damaged Library Cards:

There will be a \$1 charge for replacing a valid library card that has been lost or damaged.

F. Damaged Equipment:

The cost to repair or replace damaged equipment will be charged to the patron. In the event the equipment is lost, replacement costs will be charged to the patron.

G. Lost Items:

No refunds will be issued if a patron finds the lost item after paying for it.

If the items returned have not been paid for or the library has deleted the items from its collection, the patron is responsible for any late fees accrued and the \$3 processing fee for deleted items.

H. Damaged Items:

If a patron pays to replace a damaged item they will be charged the cost of the item plus a \$3 processing fee.

CHARGES

Exceptions In-House/Other Services:

Replacement of patron's card	\$1
Printing and copying:	
<i>Patrons printing wirelessly or from a computer will receive \$0.50 free per day</i>	
Black and white pages	\$0.25 per side
Color pages	\$0.50 per side
Fax:	Per transaction
	\$1

Makerspace:	
Sublimation Printer Supplies	\$0.25
Button Supplies (10 pack)	\$1.00
Misc. (e.g. DVDs, thumb drives, earbuds, etc.):	\$5.00

Meeting Rooms:
Prices charged per meeting room policy for repairs and/or cleanup costs.

Adopted by Library Board of Trustees:
April 2002

Revised:
February 2005
April 2008
July 2008
August 2012
March 21, 2013
April 17, 2014
November 20, 2014
November 15, 2018
January 21, 2021
October 21, 2021
March 16, 2023
March 20, 2025
April 17, 2025