

Enfield Public Library

Fines and Fees Policy

The mission of the Enfield Public Library is to be a focal point of the Enfield community by providing all residents and community members with a variety of resources and activities that educate, enrich, and entertain. In support of this mission, the Enfield Public Library strives to maximize access to all library materials. The Library and its patrons share a responsibility for the collection and as such, the Library expects its patrons to return borrowed materials on time and to treat them with care. To help ensure that materials are available for all, the Library charges fees for overdue, damaged and lost materials.

Guidelines:

- The Library charges fees to all patrons who return library material after the due date (there is a one day grace period in place).
- The Library charges fees to all patrons who damage or lose library material.
- The Library will notify all patrons when they have overdue items and accrue a fee.
- Fines will continue to accumulate daily on all overdue items until the item is renewed, returned, reaches a maximum fine, or is declared lost by either the patron or the Library.
- If an item is successfully renewed, patrons are responsible for the payment of any fines that accumulated while the item was overdue.
- Patrons are responsible for the replacement cost of library materials that are declared lost.
- Patrons are required to provide the Library with accurate contact information when signing up for a library card and to promptly update that information if it changes.

Notices of Overdue Items and/or Fees

The notice schedule is as follows:

7 days: first phone call (a letter or email will be sent if the Library cannot reach patrons by phone)

14 days: second phone call

1 month: card restricted, bill sent

2 months: final notice*

*Final notices, including the text of RSA 202-A:25 may be sent by certified mail or hand-delivered by the police.

RSA 202-A:25 states:

Any person who willfully detains any book, newspaper, magazine, manuscript, pamphlet, publication, recording, film, or other property belonging to or in the care of any gallery or museum of any state, public, school, college, or other institutional library, may be given written notice to return it, which shall bear upon its face a copy of this section, mailed by certified mail to such person's last address or delivered by a person designated by the lawful custodian of such property; and if such person shall thereafter willfully and knowingly fail to return such property within 15 days after such notice, the person shall be guilty of a violation.

Copies of final notices may be sent to the chief of police.

Restriction of Library Privileges

Accumulated fines will result in the suspension of borrowing privileges. The Library will restrict the library privileges of patrons who owe fines greater than **\$10**. A certified letter will also be sent if the amount owed to the Library is greater than **\$30**.

Waiving Fees

At its discretion, the Enfield Public Library may waive some fees for patrons who have experienced extreme hardship such as long-term hospitalization, imprisonment, eviction, fire, or theft.