

Circulation Guidelines - Charges for Late, Damaged or Lost Items - August 25, 2014

Policy Statement:

The Tuscaloosa Public Library is committed to providing all residents of Tuscaloosa County with excellent service that includes the ability to check out library materials. The Library is also committed to being a good steward of its resources. Library charges include overdue fines, replacement charges, and billing and processing fees.

Overdue fines: (Effective September 8, 2014)

Overdue fines are charged to encourage the prompt return of borrowed materials. The maximum fine is \$10.00 per item, with daily charges listed below:

- Books, Books on tape and CD, and music CDs: \$0.20 per day
- Books borrowed from another library: \$0.20 per day
- DVDs and video games: \$0.50 per day
- "Quick Pick" books: \$1.00 per day

A balance of \$6.00 or more on an account prevents checking out library materials or using library computers.

Replacement charges for items not returned or reported lost:

The charge includes the cost of the item plus a \$10.00 processing fee.

A refund for the cost of the item minus the \$10.00 processing fee will be issued if the item is returned within 6 months of the payment date. After 6 months, no refunds are issued.

Replacement charges for items damaged beyond use:

The charge includes the cost of the item plus a \$10.00 processing fee.

Charges for items returned missing or with damaged parts:

The following charges are for missing parts or parts damaged beyond use.

Barcode	\$0.50
RFID tag	\$1.50
Booklet	\$2.50
Cassette	\$5.00

CD or DVD	\$10.00 if a single replacement disk is available, otherwise, cost of the set
DVD case or video case	\$5.00
Book Jacket	\$2.50