

Borrowing and Library Fee Policy

I. Purpose

The Borrowing and Library Fee Policy establishes loan periods for materials, fines for unreturned or damaged materials, and fees for other library services.

II. Policy Statement

A. Loan Limits and Periods

Maximum Loan Limits

Borrowers with full privileges may check out up to 40 items total at a time.*

Material Type	Maximum Allowed	Loan Period	Renewals
Books, Books on CD, Music CDs, Literacy Bags	40	3 weeks	2
DVDs	40	1 week	2
Video Games	5	3 weeks	2
Lucky Day Books	2	2 weeks	No renewals
Magazines	5	3 weeks	2
Kindle eReader	1	3 weeks	2
Tabletop Games	3	1 week	2
Book Club Kits	1	6 weeks	2
Internet Hot Spot	1 per household	3 weeks	2
Chromebook Laptops	1	3 weeks	2
DVD Player	1	1 week	2
UNC Chapel Hill Interlibrary Loan (ILL)	4	12 weeks for most materials	No renewals

**Downloadable materials do not count toward the 40-item limit and borrowing terms vary by service. Refer to the [E-Books and E-Audiobooks](#) page for more information.*

Item Holds

Patrons in good standing (see Section B below) may place up to 15 holds at a time. Patrons are notified via automated message when items are available.

Patrons have one week to pick up available items from the holds shelf, after which time holds will be cancelled and the items put back into circulation.

Holds must be checked out on the account used to place the holds.

B. Material Fines and Fees

Overdue Materials

Orange County Public Library does not charge fines for overdue materials. However, borrowers are expected to return materials in accordance with due dates. As a courtesy, loans will automatically renew up to two times so long as the items are not restricted for renewal or on hold for another borrower.

Borrowers receive three automated overdue notices when items are three days, one week, and two weeks overdue.

Lost and Damaged Materials

Once an item is 30 days overdue, the cost of the item will be charged to the borrower's account plus a nonrefundable \$5.00 processing fee. A final notice or bill will be sent in the mail.

When an item is returned damaged, the fine will be assessed based on the extent of the damage and the borrower will be contacted directly.

UNC-Chapel Hill Interlibrary Loan materials incur a \$100.00 minimum Lost Book Fee.

Replacement Options

Borrowers who lose or damage an item have two replacement options:

- (1) Pay the balance charged to the account.
- (2) Purchase a replacement copy of the item for the library's collection.

Replacement copies should be exact replacements (e.g., a hardback book should be replaced with a hardback), however, exceptions may be made based on item availability. All replacement items are expected to be in new, unused condition. Replacement copies will still be assessed a \$5.00 processing fee for mylar covering, barcodes, and spine labels.

If a borrower chooses to pay the replacement fine, a payment plan may be set up at the discretion of the Access & Technical Services Supervisor.

Refunds for Replacement Fines

If a lost item is paid for and found by the borrower within seven business days, a refund may be issued by the Orange County Finance Department.

Standard Replacement Charges

The table below outlines standard charges for damaged and missing pieces.

Damaged or lost wi-fi hotspot unit	\$49.00
Missing wi-fi hotspot accessory (bag, cable, adapter)	\$1.00 per accessory
Damaged disc case	\$3.00
Damaged disc case cover	\$2.00
Missing disc*	\$10.00 per disc

**The library will make every effort to secure a single disc replacement from the vendor. If a single disc replacement is not available, the borrower will be assessed the full replacement charge for the item.*

Borrower Good Standing

Borrower accounts are considered in good standing with accumulated fines and fees not in excess of \$5.00. Borrowers will be blocked from checking out materials until the balance on the account is paid down to \$5.00 or less.

Delinquent Accounts

A borrower's account is considered delinquent with a balance of \$50.00 or more for longer than three months. Delinquent accounts are referred to the County Attorney's Office, which oversees the collections process.

C. Other Fines and Fees

Printing*

Black & White: \$0.15 per page

Color: \$0.25 per page

**Library cardholders receive five free pages each of black & white and color printing per day.*

Photocopying

Black & White: First five pages free, after which \$0.15 per page

Color: First five pages free, after which \$0.25 per page

Faxing

Sending: \$1.00 per job

Receiving: \$0.50 per job

Replacement Library Card

Borrowers may purchase a replacement library card for a fee of \$1.00.

III. Responsibility

It is the responsibility of all library staff to understand this policy fully so as to ensure consistent and fair administration of its guidelines.

It is the responsibility of the Assistant Library Director, with regular input from library leadership, to interpret, monitor, and recommend updates to this policy.

The Library Director is the final authority regarding the enforcement of this policy.

Effective April 2024



Erin Sapienza
Library Director

