

**Prince William Public Library System
Library Policies**

Library Cards, Fines and Fees – Borrowing Privileges

Approved by the Library Board of Trustees January 24, 2019

Page 1 of 3

Library Cards, Fines and Fees – Borrowing Privileges

Library borrowing privileges are extended to an individual who meets eligibility requirements for a free library card, or purchases a non-resident card.

A person applying for a card must provide adequate identification which verifies their address, i.e. driver's license, checkbook, postmarked letters addressed to applicant, car registration, rental agreement, lease, utility bill, official online documents and identification.

The Library System requires a parent or guardian of an applicant under 18 to sign a Library User Agreement form or registration document accepting responsibility for the materials checked out on that record. The child's signature on the library user agreement form is not mandatory.

Check Out of Materials

Borrowers must present a valid library card, the library card number or identification in order to check out or renew items. If a Borrower does not have his/her library card or library card number, he/she must provide identification in order to check out materials. If no library card, library card number or identification are available, a Borrower is limited to **three (3)** additional item upon verbal verification of phone number and address this session.

Loan Period

The loan period for all materials (except as noted below) is three (3) weeks.

Exceptions

- Books-to-Go are loaned for six (6) weeks.
- Magazines, DVDs, LaunchPads and CPR Kits are loaned for one (1) week.
- Fortunate Finds are loaned for two (2) weeks with no renewals.
- **Ebooks are loaned for seven (7), fourteen (14), or twenty-one (21) days with no renewals.**

**Prince William Public Library System
Library Policies**

Library Cards, Fines and Fees – Borrowing Privileges

Approved by the Library Board of Trustees January 24, 2019

Page 2 of 3

- "Vacation Loans" of up to fifteen (15) weeks may be granted as long as there is no hold queue for the item. Un-cataloged paperbacks may be suggested as alternatives.

Limits on Number of Materials That May Be Borrowed

- There is a limit of 150 items which may be borrowed.

Checkout Restrictions

A Borrower will be restricted from checkout of additional items and lose Internet access privileges, including hoopla and Overdrive if he/she owes \$20.00 or more in fines/fees. A Borrower may be advised that if their account has not been sent to debt collection he/she may check out no more than three items at the *current* session, and that no additional items may be checked out until full or partial payment is made and the total outstanding amount owed is less than \$20.00.

Overdue and Maximum Fine Policy

- Overdue library materials do accrue fines past the due date. There is no maximum fine per card. Patrons are required to pay all accrued overdue fines, lost materials charges, ILL overdue fines/fees, damaged/missing material charges, Debt Collection fee, return check fee or any other special fees.
- All library privileges are suspended when a library account reaches \$20.00.
- 60 days after an account reaches \$25.00 it becomes a debt collection issue and an additional \$10.00 service charge is then added to the account.
- No fine is levied on Read and Returns.

Lost, Missing and Damaged Materials

- A borrower is responsible for the replacement costs of any damaged or lost materials, or items missing pieces that are checked out on his/her record, if it can be determined that the borrower is at fault. Both overdue fines and replacement costs are charged.

**Prince William Public Library System
Library Policies**

Library Cards, Fines and Fees – Borrowing Privileges

Approved by the Library Board of Trustees January 24, 2019

Page 3 of 3

Refunds

- No refunds will be issued for paid lost materials. (Library Board 1/11).

DEBT COLLECTION

The Library Board has contracted with Unique National Collections to get books and other materials back and fines collected. Unresolved accounts are assessed a \$10.00 service charge in addition to any existing fines/fees, damaged item replacement cost and lost item replacement costs. The borrower must pay all fines and costs plus the \$10.00 service charge. Staff and volunteers are not exempt from Debt Collection if they have \$25.00 or more in lost/damaged items or ILL fines/fees on their records. Once a patron has been sent to Unique they may not check out any items until all fines, fees, and service charges have been collected.

Approved by the Library Board of Trustees January 24, 2019

Supersedes: 3/1977; 9/1994; 8/2006; 1/2011