

9. Fines and Charges

Payment options: Cash and money order are the accepted payment methods for charges, fines, lost or damaged fees. The Library does not accept checks. When money is being reimbursed to a patron for a lost and returned item, the refund will be in cash. Patrons wishing to pay using a credit or debit card may do so through their SWAN account online.

Overdue materials and fines: An overdue notice will be mailed to the patron after an item is fourteen (14) days overdue. A telephone call is made four weeks following the due date. A third notice will be mailed six (6) weeks following the due date. A letter indicating that the materials have not been returned is sent two (2) weeks after the third notice. This letter indicates that the patron's record will be turned over to a credit agency if the materials are not returned within fourteen (14) days of the date of the letter.

A record of fines not paid will be kept at the library in the System Wide Automated Network (SWAN). The patron will be expected to pay these fines promptly. No single material's fine shall exceed the price of the book or material.

A book drop just east of the main entrance is available for convenience in returning library materials. Use of the book drop does not cancel overdue fines.

Blue Island Public Library materials may be returned to any SWAN library.

A fine of ten (10) cents per day will be charged for any material that is overdue, excluding Sundays and holidays when the library is closed. The library follows the SWAN fine scale on returned overdue materials borrowed at another library. The maximum fine per item is determined by the SWAN system based on the fine rate and type of item.

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