



FINE FREE LENDING POLICY

Effective January 1, 2023

POLICY STATEMENT:

The Rock Island Public Library is committed to removing barriers that prevent the public from utilizing the library's collection and services; therefore, the library will no longer charge overdue fines for traditional materials for Rock Island Public Library cardholders. Specialty items such as mobile hotspots, mobile streaming devices, cultural passes, or library of things items are not included. Eliminating fines ensures that all people have free access to traditional library materials and resources, encouraging the pursuit of life-long learning.

PROCEDURES:

Cardholders with fines prior to the implementation of the Fine Free Lending Policy will have all overdue fines from traditional library materials cleared.

Cardholders who return items prior to 44 days past the due date will have their fines cleared.

Fines *will* continue for the following materials:

- Mobile Hotspots
- Mobile Streaming Devices
- Cultural Passes
- Library of Things Collection

Fees *will* continue for the following:

- Replacing materials that are lost, unreturned or returned damaged.
- Processing charges for replacing materials.
- Processing charges for engaging a collection agency.

Notifications:

The Library sends the following notices to our patrons using the following methods. All notices are sent by the owning library of the material.

1. A **Courtesy Notice** is sent via email or text message 3 days before an item is due. Patrons who have chosen phone or print as their notification preference will not receive a Courtesy Notice.
2. The **Friendly Reminder Notice** is generated 7 days after the item due date. The notice is sent via the patron's preference (email or text)
3. The **Overdue Notice** is generated 14 days after the item due date. The notice is printed and sent by US Postal Service.
4. The **Bill Notice** is generated 28 days after the item due date. The notice is printed and sent by the US Postal Service.
5. The account will be charged for the item at 44 days.

The Library contracts with a collection agency. Collection efforts begin 60 days after the item due date. Collection efforts are made only if the patron owes more than \$10.00 to the Rock Island Public Library in fees.

REGULATIONS:

- Cardholders who accrued overdue fines with the Rock Island Public Library before the Fine Free Lending Policy took effect are no longer required to pay those fines.
- Cardholders will no longer accrue daily overdue fines on late materials.
- Cardholders are responsible for all borrowed library materials and are encouraged to return all items in a timely manner.
- Past, present, and future fees for lost or damaged materials, collection agency fees, and all other material types that accrue fines still apply.

GUIDELINES:

- You may still pay fines and donate to the library.
- Please see the *Circulation Policy* for the most up-to-date fee schedule.

CREATED: 7/26/2022

BOARD APPROVED: 8/16/2022

IMPLEMENTED: 1/1/2023