

Fines & Fees

The Western Allegheny Community Library assesses a fine to the record of any borrower who fails to return library materials on or before their due date. Accumulated fines will result in the suspension of borrowing privileges.

Fines (Per Day) for Overdue Materials

● Books	\$0.25
● Periodicals	\$0.25
● Audio Books	\$0.50
● Music CD's	\$0.50
● DVDs	\$0.50
● Computer/Video Games	\$0.50
● Toys, Games & Kits	\$0.50

Fines will continue to accumulate daily on all overdue items until the item is renewed, returned, reaches a maximum fine, or is declared lost by either the borrower or the Library. If an overdue item is successfully renewed, borrowers are responsible for the payment of any fines that accumulate while the item is overdue.

Borrowers are responsible for the replacement cost of library materials that are declared lost. The Library will not accept replacement of the actual item. Once the Library receives payment for a lost item, the item becomes the property of the patron. If a lost item is found within 30 days of payment, the Library can accept the return of or provide refunds for lost materials, but will not refund any processing costs. Beyond 30 days, the Library cannot accept the return of or provide refunds for lost materials.

Borrowing privileges will be suspended for cardholders with fines and fees totaling \$10 or more.

Re-approved by the Board of Trustees 10/19/2020



PATRON POLICY

Collection Agency and Payment Plans

The Library is obligated to attempt the recovery of all outstanding debt and/or library materials. To that end, borrowers with fines or fees of \$50 or more are subject to contact from a collection agency. A non-negotiable collection fee will be applied to the account of any borrower who reaches this threshold.

The Library will make all attempts to work with patrons by providing payment plan options. Borrowers owing \$50 or more on returned materials may request a monthly payment plan of no less than \$10 per month. Borrowers may continue to use all library services within the building and check-out materials as long as monthly payments are being made. Borrowers will not be able to access online materials or remote databases while making monthly payments.

Payment Method

Fines can be paid at the Western Allegheny Community Library by cash, personal check or by credit card. Checks must be made out to “Western Allegheny Community Library”. Fine payments should be mailed to:

Western Allegheny Community Library
181 Bateman Road
Oakdale, PA 15071

To expedite processing, please include your library card number in the note/memo field of any check mailed.

Fines can also be paid online by credit card by logging into *My Account* on the online catalog or through the library app WACLMobile



WESTERN ALLEGHENY
COMMUNITY LIBRARY

Inspire ★ Engage ★ Educate

PATRON POLICY

Replacement Fee for a Lost or Stolen Card

A mandatory replacement fee of \$1.00 will be charged for a lost or stolen library card. Borrowers are also responsible for the replacement cost of any items checked out to their card before it is reported lost. Any claim that a borrower did not check out items on their card must be supported by a police report listing the theft of the card and/or items dated within 2 weeks of the checkout.

Notes for Staff

- Replacement items may be provided at the discretion of the purchasing librarian, please check with librarian before making the patron aware of this.
- All staff have the ability to waive or reduce small fines (under \$5) if they deem it appropriate. Please make note in the patron's record. If no other issues arise, the note should be removed after 12 months.
- For fines over \$10, please defer to the Circulation Supervisor, Librarian on duty, or Director.
- For patrons on a monthly payment plan, please update the message on their card after each payment with the date.
- If a patron library card is in need of replacement, you may waive the replacement fee.