

## **Fee Collection Policy**

### **1.0 Introduction**

- 1.1 Per the Durham Public Library Circulation Policy, library patrons acknowledge by signing a library card, that they are subject to the circulation policies, procedures, and rules of Durham Public Library.
- 1.2 By borrowing materials from the Library, the borrower agrees to return them by the stated due date and in the condition in which they were borrowed. Patrons are financially responsible for any materials on their account that have been lost, damaged, or not returned. Patrons must notify the Library immediately if their library card is lost or stolen.

### **2.0 Policy Statement**

- 2.1 As a publicly funded institution, the Durham Public Library is responsible for recouping the retail replacement cost, including shipping and processing, for item(s) that are damaged, lost, or not returned to the Library within 43 days of the initial checkout.
- 2.2 The Durham Public Library will attempt to collect library fee debts following a collection procedure as described in the Durham Public Library's Fee Collection Procedure up to and including employing a debt collection agency as necessary.