

# UPPER MORELAND FREE PUBLIC LIBRARY

## PATRON ACCOUNT CHARGES

Revised:	09/12/2018
Next Review:	4 <sup>th</sup> Qtr 2021
Reviewed:	08/09/2018
Original:	12/10/2014

### I. POLICY

- A. The purpose of this policy is to clarify:
  - 1. monetary charges added by staff members to a patron's account and
  - 2. when private criminal complaints are filed for retention of library property after notice to return.
  
- B. At a patron's request, the cost of items sold by the library or the fees for rental materials may be charged to a patron's account as long as a patron's account does not exceed \$10 after the transaction. Not charged to a patron's account are
  - 1. the purchase price of used materials
  - 2. cost of other fundraising items
  - 3. fees for photocopying and printing
  
- D. Private criminal complaints will be filed with the County of Montgomery Magisterial District Court # 38-2-08 against patrons with an account total exceeding \$50 in replacement and processing fees.

### II. DEFINITIONS:

- A. Replacement fees are the original retail list price of the item.
- B. Used materials are those donated items sold in the library such as books, CDs, and DVDs.

- III. RESPONSIBILITY: The director shall establish necessary procedures to comply with this policy.