

SUBJECT: Library Charges
Forms of Payment

CIRCULATION 204.00

PURPOSE: To establish forms of payment for library charges.

POLICY: Corpus Christi Public Libraries accept the following forms of payment:

- Cash
- Check (for exact amount only)
- Credit or Debit Card (VISA, MasterCard, Discover, American Express)
- Apple Pay and Google Pay
- Online Payments

SUBJECT: Library Charges
Damaged Material

CIRCULATION 204.01

PURPOSE: To define financial responsibility for damaged material.

POLICY: An item will be declared damaged if it or any part of it is unusable. Patron is responsible for cost of item and any applicable fees. A patron returning an item that has been damaged will be billed for the cost on record. If there is no cost on record or indicated on the item, patron will be charged according to the default cost.

DAMAGED ITEMS

Materials cost or default cost (A processing fee of \$5 will be added to the price of items that are damaged beyond repair)

DEFAULT COST

(there are three default cost charts – if this chart is okay, I'll replace all three)

Print Items		Audio/Visual Items	
Adult/YA/Teen Hardback	\$20.00	Blu-ray/DVD	\$20.00
Adult/YA/Teen Paperback	\$10.00	Juvenile Blu-ray/DVD	\$15.00
Juvenile Hardback	\$15.00	Music CD	\$15.00
Juvenile Paperback	\$7.00	Juvenile Music CD	\$10.00
Juvenile Theme Packet	\$25.00	Book on CD	\$30.00
Periodical	\$5.00	Juvenile Book on CD	\$20.00
Reference Material	\$30.00	Juvenile Book with CD	\$15.00
		Read Along Audio Books	\$50.00
Replacement cost for kits and equipment will vary			

REPLACEMENT OF DAMAGED ITEM:

With approval of Library Director or designee, a patron may replace a damaged item in lieu of paying replacement charges if the following criteria are met:

1. The item is the same or preferably newer edition.
2. The item is the same format (hardback, paperback, etc.).
3. The item is in “like new” condition.

Revised 12/22/2024

SUBJECT: Library Charges
Lost Material

CIRCULATION 204.02

PURPOSE: To identify conditions for determining *lost* status and set guidelines for recovering cost for lost materials.

POLICY: An item with the status of “*Overdue*” will be converted to “Lost” after 37 days from the date it became “*Overdue*.” A patron whose record shows a “Lost” item or items must remit payment, along with any applicable fees for each item. If there is no cost on record or indicated on the item, patron will be charged according to the default cost.

The acceptance of items in “Lost” status is up to the discretion of the librarian. No items will be accepted after one year from “Lost” status.

The Library Director, or designee, may waive all or part of fines or fees under extenuating circumstances. (See Waive Policy 205.03)

LOST ITEMS

Materials cost or default cost (A processing fee of \$5 will be added to the price of item.)

DEFAULT COST:

Print Items		Audio/Visual Items	
Adult/YA/Teen Hardback	\$20.00	Blu-ray/DVD	\$20.00
Adult/YA/Teen Paperback	\$10.00	Juvenile Blu-ray/DVD	\$15.00
Juvenile Hardback	\$15.00	Music CD	\$15.00
Juvenile Paperback	\$7.00	Juvenile Music CD	\$10.00
Juvenile Theme Packet	\$25.00	Book on CD	\$30.00
Periodical	\$5.00	Juvenile Book on CD	\$20.00
Reference Material	\$30.00	Juvenile Book with CD	\$15.00
		Read Along Audio Books	\$50.00
Replacement cost for kits and equipment will vary			

REPLACEMENT OF LOST ITEM:

With approval by Library Director or designee, a patron may replace a *Lost* item in lieu of paying replacement charges if the following criteria are met:

1. The item is the same or preferably newer edition.
2. The item is the same format (hardback, paperback, etc.).
3. The item is in “like new” condition.

Revised 12/22/2024

SUBJECT: Library Charges
Fines

CIRCULATION 204.03

PURPOSE: To establish fines for items.

POLICY: Overdue fines will be calculated automatically from first day item becomes overdue and will include holidays and closed days. Items returned in book drops during a closed period will be checked in as of the last day any Corpus Christi Public Library was open. (*Book drops are maintained as a convenience for the patron and the patron remains liable for all materials deposited in book drops until such items are checked in by library staff. Corpus Christi Public Libraries cannot guarantee the security of items deposited in book drops and will not waive charges on items claimed to have been stolen from book drops.*)

The maximum fine for an overdue item (*that has not gone to LOST status*) will not exceed actual replacement cost or original cost of the item, whichever is greater.

Library Director, or designee, may waive fines under extenuating circumstances (See Waive Policy 205.03). If there is no cost on record or indicated on the item, patron will be charged according to the default cost below.

Fines accrue as follows:

<u>OVERDUE ITEMS</u>	<u>AMOUNT</u>	<u>TIME</u>
A/V materials/Kits/Equipment	\$ 1.00	Per Day
Non A/V materials	\$.25	Per Day

Fines established by Ordinance no. 026907 adopted 7/25/2006

DEFAULT COST:

Print Items		Audio/Visual Items	
Adult/YA/Teen Hardback	\$20.00	Blu-ray/DVD	\$20.00
Adult/YA/Teen Paperback	\$10.00	Juvenile Blu-ray/DVD	\$15.00
Juvenile Hardback	\$15.00	Music CD	\$15.00
Juvenile Paperback	\$7.00	Juvenile Music CD	\$10.00
Juvenile Theme Packet	\$25.00	Book on CD	\$30.00
Periodical	\$5.00	Juvenile Book on CD	\$20.00
Reference Material	\$30.00	Juvenile Book with CD	\$15.00
		Read Along Audio Books	\$50.00
Replacement cost for kits and equipment will vary			

Revised 12/22/2024

SUBJECT: Library Charges
Fees

CIRCULATION 204.04

PURPOSE: To establish a fee schedule for transactions other than fines.

POLICY: The following fees will be charged:

FEE TYPE	COST	Ordinance no.
Processing Fee for Lost/damaged Items	\$5.00 per item	028695 adopted 7/20/2010
Overdue Print Material	25¢ per day/per item	029579 adopted 7/31/2012
Overdue Media, Kits, & Equipment	\$1.00 per day/per item	029579 adopted 7/31/2012
Copies	30¢ per page	15690 adopted 8/13/1980
Computer Printouts	30¢ per page	15690 adopted 8/13/1980
Replacement Card	\$2.00	029579 adopted 7/31/2012
Non-resident Fee	\$25.00 per year (\$12.50 per 6 months)	029161 adopted 7/26/2011
Interlibrary Loan	\$2.75	029328 adopted 12/13/2011

For Lost and damaged fees, see policies 204.01 & 204.02.

Revised 3/27/2025

SUBJECT: Library Charges
Refunds

CIRCULATION 204.05

PURPOSE: To identify conditions entitling patron to refunds or partial refunds.

POLICY: A library patron is responsible for all materials checked out. Corpus Christi Public Libraries (CCPL) will accept a Lost item if the item is returned within a year from being declared Lost. The returned item will be treated as an overdue.

To receive a partial refund for a Lost item which was paid for, the item must be in good condition and returned within 60 days from date item was paid for. The \$5 processing fee will also be reimbursed. Overdue fees will be assessed up to half the cost of the item.

Cash register, self-checkout, or online payment receipts are required for all refunds, and must be requested within 60 days. If an Interlibrary loan was canceled due to lack of lenders, a refund can be requested within 150 days of payment. Refunds are not immediate as they will need to be processed through the City of Corpus Christi Central Cashiering.

No refunds available for printed copies or library merchandise.

11/2016

Revised 2/28/2025