



## Paying Fines and Fees

An important part of maintaining the library collection and access to it includes retrieving overdue materials as they are available for the public to use. The library aims to do this in a manner that is both fair and effective. Fines are charged for all overdue materials as an incentive for patrons to return them on time. Fines begin the day after the material is due and continues accumulating until the material is returned or until the fine reaches the cost of the item. Fines for overdue items will not be charged to an account until the item is returned or renewed. If your overdue item needs to be charged as lost, please speak with a circulation clerk.

The Library strives to keep its materials clean and in good condition. Materials that are lost or damaged beyond further use must be paid for.

Library accounts owing more than \$5.00 in fines are blocked from library transactions (including online renewals, placing requests, and computer usage). Full or partial payments may be made in two ways.

[Click here for the Loan Periods and Service Fees](#)

### HOW TO PAY FINES AND FEES

1. **IN PERSON** – Pay by cash or check during regular library hours. Library Circulation staff will offer a receipt for payment.
2. **ONLINE** – Effective July 1, 2017 use your credit card to pay online. Things you need to know to pay online:
  - If you have a question about a fine, please ask the Circulation staff at the library before making credit card payments.
  - Payments are made through a patron's online [Library Account](#).
  - Visa, MasterCard, Discover, and American Express credit cards are accepted.
  - A successful payment will be applied to your Library Account immediately.
  - Credit card payments are not accepted by phone.
  - We can't accept credit card payment for Friends of the Library memberships or interlibrary loan invoices from other libraries.
  - No refunds can be made directly to your credit card. Refunds will be issued by check, which will be mailed out after the next Library Board Meeting, which is held the last Tuesday of every month.

- Payments will appear as Antioch Public Library District on your credit card statement.
- Patrons are encouraged to print the transaction receipt for their records. A receipt will be emailed to you if you provide your email address during checkout. If using one of our public computers to pay the fine then standard print charges will apply for printed receipts.
- Contact the library if you experience problems with an online payment.

The Antioch Public Library District does not collect or store any credit card processing data collected by the credit card processor. The Antioch Public Library District is not responsible for any breach of security with respect to data collected or stored by the credit card processor, nor is the Antioch Public Library District responsible for the credit card processor's compliance with applicable federal and state laws and regulations.

By proceeding with credit card payment, you agree to accept and assume all risks and responsibilities for any losses and damages that may arise from your use of Authorize.net and release Antioch Public Library District from all liability.