

## **Making Payment Account Policy**

Patrons of the Blackfoot Public Library are expected to return all borrowed materials at the time they are due pursuant to the Library Materials Lending Policy. Appropriate fines and fees will be assessed if materials are not returned pursuant to the policy.

It is recognized that, at times, a patron may accrue fines and fees in an amount that they are not able to pay in one payment. Payment plans may be offered in these circumstances. Making Payment Account agreements shall be in writing and signed by the patron.

In order to start a Making Payment Account, a payment of \$10.00 must be paid. Patrons must continue to make partial payments every month until the balance is paid in full. All Making Payment Accounts must be paid, in full, within 10 months from the date of the initial down payment.

As long as the payments are made as agreed, library privileges will remain available on one card in the household with a limit of 10 items borrowed on that card.

If the patron defaults, or accrues new fines exceeding the limit for a card in “good standing,” the library card will be suspended and an additional fee will be assessed for reinstatement after the entire balance is paid in full.

Information regarding overdue fines and fees owed to the Blackfoot Public Library shall be made available to Reciprocal Borrower’s “home library.”

**Revised: 3-5-18**

**Policy Committee: 5-6-19**

**Board Approved: 6-3-19**