

Town of Gainesville Public Library, Silver Springs, New York

FINES, FEES & DONATIONS

The Town of Gainesville Public Library (“the Library”) collects fines and fees for overdue, damaged or lost materials, and collects fees for copying, printing, faxing, and receives donations and restricted donations.

The guidelines for handling and recording monies received are developed by the Library Director and approved by the Board of Trustees. These guidelines provide direction and consistency to the Library Staff.

The Library accepts cash or checks for payment of fines and fees, and for any donation or memorial.

When accepting cash from a patron, tell the patron how much the amount is due and repeat the amount they have given you to pay the debt. Inform them of the change to be returned and count it out to them; then place the amount collected away.

When accepting a check from a patron it must contain:

- The preprinted name, address and phone number of the patron,
- Contain the name of the financial institution on which it is drawn,
- Be made payable to the Town of Gainesville Public Library,
- Be made out for the exact amount,
- The numerical and written amount agree,
- Include a current date – do NOT accept a post-dated check.

A receipt for completed transactions \$2.00 and over must be given to the patron.

If a memorial, fill out the memorial card giving:

- The clearly written/printed name of the person being memorialized,
- The name and address of who should be informed of said donation,
- Any special instructions as to type of item (Book, DVD, Etc),
- Subject for item type may be given if desired.

Adopted by the Board of Trustees: *November 14, 2022*