

CREDIT CARD POLICY

To expedite library payments and for the convenience of Library patrons, Mishawaka-Penn-Harris Public Library accepts Mastercard, Visa or Discover credit cards payments or Mastercard, Visa or Discover debit cards run as credit card transactions. The Library will not accept American Express. The Library does not accept debit card transactions.

The Library will accept credit card payments for the following library charges:

- Fines
- Lost or destroyed materials replacement
- Replacement card charges
- Movie rentals
- Non-resident fees
- Collection agency fees
- PLAC fee
- Deposits of money into SAM for computer printing
- Fax fees
- Photocopier fees
- Computer print fees

Patrons may only use a credit/debit card in person at the Library. No credit/debit card transactions will be accepted via phone, fax, email or any other forms of electronic communication.

Library staff members have the right to refuse a credit/debit card.

Patrons using a credit/debit card will be asked to sign a receipt from the transaction. The patron will be given a paper receipt from the transaction and the Library will keep the signed receipt.

Approved by Mishawaka-Penn-Harris Public Library Board action 12/9/1010
Amended by Mishawaka-Penn-Harris Public Library Board action 8/11/11