

## **Credit Card Transaction Policy**

For the convenience of its patrons the Wheaton Public Library provides the option of paying library bills and fees with a credit card or a debit card. The Library is subject to compliance with all laws, statutes, and reasonable terms and conditions associated with accepting these credit cards. The Library does not charge a fee for credit card use.

Credit and debit cards may be used to pay for most library fees. These include payments for lost or damaged materials, library fee cards, and other transactions. Credit and debit cards will not be accepted if the total amount due is less than one dollar. Instead, these charges will be added to the borrower's library record.

Credit and debit card payments may be made in person at a self-checkout station and at the Ask Me Desk on the first floor, or online through My Account. Credit and debit card payments will not be accepted by telephone, mail or e-mail.

Patrons who have paid by credit card for lost materials and subsequently found and returned them will be issued a refund check following the guidelines established in the Circulation policy.

**Wheaton Public Library Official Policy 9/17/2012  
Amended 9/20/2021**