



## **CREDIT CARD USE FOR THE PAYMENT OF FINES POLICY**

To expedite library payments and for the convenience of Library patrons, the Allendale Township Library accepts Mastercard, Visa, Discover, or American Express credit card payments or Mastercard, Visa, or Discover debit cards run as credit card transactions, by adults age 18 and older, in amounts of \$5.00 or more. The Library will not accept debit card transactions.

The Allendale Township Library allows the use of credit card payments through its website and in the library by adults age 18 and older. The library requires full payment of any outstanding bills when a customer uses a credit card payment in the library. The patron will be given a paper receipt from the transaction and the Library will keep a copy of the receipt.

The Library will not process transactions resulting in cash advances or cash back. Library staff members have the right to refuse or cancel a credit card. In the event that a credit card payment is unable to be processed, the Library will attempt to notify the customer using the contact information provided. In any event, the credit card customer remains solely responsible for the payments due.

### **REFUNDS**

When a fine or fee has been paid using a credit card and a refund is necessary, the refund must be credited by check only and will be mailed to the patron. Refunds may take up to 30 days to process.

### **PRIVACY STATEMENT**

We respect your privacy! Credit card payment details are encrypted using secure server technology. At no time does the Library store credit card information. This information is only made accessible to authorized credit card vendors and financial institutions to complete your transaction.