



## Electronic Payments

There is a link on the library website, found under the *About Us* menu drop down, or the *Pay/Donate* button on the Library's homepage, which a patron can click to make a secure payment to the Library for fines, lost and damaged materials, room rental fees, non-resident fees, and gifts and memorials.

Patrons will need their library card number handy for making payments of fines and lost and damaged materials. Those paying for non-resident fees only need to provide their name as they may be first time card purchasers.

**The room rental fee** has a required box for a confirmation number. This is set up to ensure a person can't pay for a meeting room rental without completing a Meeting Room Application-to confirming the space is available at the desired time.

Staff receives notification by email of a transaction going through. The patron also receives an email notification which they can print out and bring to the library to ensure that the payment is credited to their library card account.

At this time, we will **not** accept credit card payments for printing or copies. (For every transaction that is made by credit card the library pays a fee for the service and we cannot legally limit the minimum amount of transactions, we can limit what we take credit card payments for in this program.)

Staff can offer a computer for patrons to make online payments themselves in the library if necessary; however, this is a public building and computer-we cannot guarantee privacy when sitting at the public computers (Please see *Sycamore Library's Computer Use Policy*.)