



Credit Card Payment Acceptance Policy

Adopted: 5/20/2015
Last Revised: 12/22/16
Last Reviewed: 6/13/19

The Walworth-Seely Public Library will accept MasterCard, Visa and Discover credit card payments from our library patrons. A \$1.00 processing fee will be added to each transaction processed at time of charge. The card owner and the physical credit card must be present at the point of charge, no exceptions.

Credit card payments can be accepted for the following:

- Material fines
- Postage fees for late notices
- Lost or damaged materials for Walworth owned items only
- Faxes
- Copies and printouts
- Donations

Credit card charges are processed through Payment Processing Consultants and deposited directly into the library's current bank account. Credit card charges are immediately debited from the payer's account and will appear as "Walworth-Seely Public Library" on their credit card statement.

Refunds and credits will only occur on a case by case authorized by the Director.

If patron disputes charge through their credit card company and it is denied, they will be responsible for all fees incurred by the library during the investigation.