

## Credit and Debit Card Payment Policy W. G. Rhea Public Library

The W. G. Rhea Public library allows the use of Master Card, Visa Credit, American Express, Discover or debit (credit card) payments through the Square up payment system. A minimum of \$1.00 in charges is necessary to complete a credit or debit transaction. The Library reserves the right to refuse service or cancel transactions at any time. Completion of a payment transaction is contingent upon the authorization of payment by the applicable credit card company or financial institution and acceptance of payment by the Library.

### Processing time for credit card payments:

Please allow two business days for processing online payments.

### Payment receipts:

Payment receipts are available and can be emailed to the customer automatically in the Square up payment system.

### Prohibited credit card activities:

The W. G. Rhea Public Library prohibits certain credit card activities that include, but are not limited to:

- Accepting payment cards for cash advances or cash back exceeding the total amount of fines and fees owed to the Library.
- Discounting fines or fees based on the method of payment.

### Privacy statement:

Credit card payment details collected electronically are encrypted using secure sever technology provided by Square up payment system. At no time does the Library store credit card information. This information is only made assessable to authorized credit vendors and financial institutions to complete your transaction.

### See Appendix for usage costs

Issued: July 2016

Reviewed: July 2019

Modified: July 2021