

CHARGES TO PATRONS POLICY

Reserves and Interloans – Staff will call or email to notify a patron when the material is available.

DVDs, Blu-Rays and Videogames – New DVDs, Blu-Rays, and videogames are circulated for three (3) days; all other DVDs, Blu-Rays and videogames are circulated for one week (7 days). The day it is taken out is counted as the first day. Fines of \$2.00 per day will be charged to patrons returning DVDs, Blu-Rays and/or videogames after the return date.

Overdue Materials

Overdue fines max out at \$25.00 for all hard-covered books and audiovisual materials and \$5.00 for paperbacks.

Overdue fines: all adult, young adult and **children's** materials including CDs, BCDs, and DVDs...\$.10 per day.

Bookdrop – overdue fines will be charged as though the Library materials were returned on the next day the Library is open.

Lost Materials

Overdue fines on materials listed below will not exceed the current list price of the Library material:

Lost book – current list price

Lost periodical – current list price

Lost CD – current list price of CD

Lost DVD – current list price of DVD

Barcode or RFID sensor removed from the material - \$2.00

If a patron insists on replacing lost Library books, they are to be informed that the replacement copy must be the same edition in mint condition, to be decided by the Head of Adult, Young Adult, Children's and Customer Services, as the case may be. The Library will not accept replacements for any other type of Library materials, with the exception of factory sealed audio-visual materials, which will be accepted as replacements.

Damaged Materials

Damaged books, not usable – current list price of the book

Damaged CD/BCD/DVD/Blu-Ray/Videogame – current list price of the item

If a patron insists on replacing a damaged book, they are to be informed that the replacement copy must be the same edition in mint condition, to be decided by the

Head of Adult, Young Adult, Children's and Customer Services, as the case may be. The Library will not accept replacements for any other type of Library materials, with the exception of factory sealed audio-visual materials, which will be accepted as replacements.

Laptop Computers

Late return fines are \$3.00 per hour, with a 15-minute grace period. Patrons who return laptops more than 15 minutes after the time due will be charged the full \$3.00 hourly fee.

The borrower is responsible for all costs associated with any damage to the laptop and any of its peripherals during the check-out period.

Damage charges will be assessed based on the actual repair cost. The borrower will be assessed a fine equal to the replacement cost if the laptop is lost, stolen or not returned.

Lost power supply will be assessed at \$100.00 per item.

All fines and charges will be attached to the user's Library record and may result in loss of borrowing privileges.

Computer Print Outs

Black and white pages: \$.10 per page

Color pages: \$.25 per page

Fax Charges

The first three (3) pages will be free of charge. The fourth page and all pages thereafter will cost \$.25 per page.

POLICY NO. 600-5

ADOPTED 1/5/1979, 6/23/16

AMENDED 2/25/1988, 6/23/1988, 1/26/1989, 12/16/1993, 3/27/1997, 3/27/2000, 5/22/2003, 12/28/2006, 5/24/2007, 10/18/2012, 5/26/16, 11/21/2019