

E. Fees, Fines and Penalties

1. Ten cents per day shall be charged for overdue books or other library materials until the item is returned or to a maximum of replacement price.
2. No overdue fines will be charged for visually handicapped or disabled patrons. The staff will determine those who are in need or patrons may make request when checking out materials.
3. Lost books and materials must be paid for by the borrower at the replacement cost.
4. Fines for damaged library materials shall be at the discretion of the Library Director. Exception: New audio books checked out for The first time may be returned for credit if purchased through Ingram.
5. Fines for overdue videos shall be \$1.00 per day that the library is open. Videos must be returned by 7:00pm on due date or \$1.00 per day will be charged.
6. An overdue notice will be mailed to patrons who have materials over one month due.
7. The staff will mail a standard letter to patrons who have fines totaling \$5.00 or more. Library usage will be denied to patrons having fines totaling \$5.00 or more.
8. Receipts will be given to patrons paying any fee or fine of \$3.00 or more at patrons request.
9. Library usage may be denied to patrons with Library materials overdue until they are returned.
11. Copies are \$0.10 per page for copies on one side or \$0.15 for both sides of paper. Patrons may bring their own paper, however the staff has the right to inspect and refuse improper paper. Fee for patrons using their own paper is \$0.05 per page.
12. Patrons are allowed to print on laser black/white public access printers for \$0.10 per page. There is no charge to students using printer for school projects up to 3 pages. Charge over 3 pages is \$0.10 per copy.
13. Fees for use of colored printer for pictures are \$0.50 billfold size, \$1.00 for 5" X 7", and \$2.00 for 8" X 10" on regular copy paper. Photo paper is \$1.00 extra for each size. A fee of \$0.50 is charged for printing on regular paper with black lettering and colored borders.
14. The handling fee for outgoing and incoming faxes is \$1.00 for the first page and \$0.50 for each additional page.
15. The scanner may not be used outside of the Library except for use by staff on Library business. There is no charge for use of the scanner within the Library.