

CIR-5

CHARGES

POLICY STATEMENT

Library customers are responsible for returning borrowed materials in good condition on or before the due date. (See CIR-2 LOAN PERIODS AND CHECKOUT LIMITS) Items may be returned in person or in the library book drops.

DEFINITIONS:

A **fee** may be charged for damaged items or lost items. Fees are also charged for services such as printing from computers, photocopiers, and microfilm reader/printers.

REGULATIONS:

Fees

A \$5.00 processing fee is charged for lost items and damaged items. (See CIR-4 LOST AND DAMAGED ITEMS)

Accounts with over \$25 in lost items and associated fees are sent to a collection agency. An additional \$15 fee is charged to accounts that are sent to the collection agency.

There is a \$1.00 replacement fee for the replacement of lost or stolen cards or cards damaged through negligence.

Lost Item Charges

(See POLICY CIR-4 LOST AND DAMAGED MATERIALS)

Damaged Item Charges

(See POLICY CIR-4 LOST AND DAMAGED MATERIALS)

Photocopy Fees

The library has self-service photocopy machines. Photocopies are 10 cents per page.

Computer Printing Fees

Customers with a library card are allocated 25 cents in free copies per day. Pages are 10 cents each for black and white copies and 25 cents for color.

Miscellaneous Fees

USB drives may be purchased at the circulation desk for \$5.00.

Fees for replacing lost cases of media and kits vary from item to item.

Waiver of Fees

Circulation staff has the discretion to waive fees up to \$10.00. Fees over \$10.00 may be waived at the discretion of the Circulation Manager or Circulation Supervisor. The decision to waive fees is influenced by, but not limited to, patron history.

Bankruptcy

If a customer declares bankruptcy and the library is named in the bankruptcy, the library ceases all efforts to collect the debt owed to the library. When a customer is in the process of bankruptcy, the customer may not check out any items.

Refunds

Refunds are paid via check from the library. Checks are mailed within 1 month of the refund request.