

FINES AND FEES POLICY

- 1. <u>Suspension of Services</u>: Cardholders must have an account in good standing to borrow materials. A Library card in good standing is one with fines totaling less than \$10.00. Once a fine exceeds \$10.00, it must be paid in full to be considered in good standing and with no suspensions due to abuse of Library materials or policy.
 - 2. <u>Overdue Materials</u>: Adult & Children's materials are \$.20 per day. Maximum fine is the cost of an item or \$7.50. Exceptions in fine amounts include:
 - A. "Books To Go" is \$.50 per day per item; maximum fine of \$7.50, or whichever is less.
 - B. DVD/Blu-Ray is \$.50 per day per item; maximum fine of \$7.50, or whichever is less.
 - C. Interlibrary loan is \$.50 per day per item. Maximum fine is cost of item or \$10.00, or whichever is less.

There is a collection fee of \$5.00 on account balances less than \$25.00 and a collection fee of \$10.00 on account balances greater than \$25.00 or more for accounts that are 45 days old. The card holder will be responsible for all legal and service fees for legal notification.

3. Lost Materials:

- A. The borrower will be charged the retail price rounded up to the nearest dollar, the cost of packaging, and \$3.00 for processing for a lost book.
- B. The borrower will be charged a flat fee of \$7.50 for processing for magazines and periodicals.
- C. Audio-visual materials (DVDs/Blu-Ray, compact disks and audio books) will be charged at retail price, the cost of packaging, and \$3.00 for processing.

4. Damaged Materials:

- A. The borrower will be charged for the cost of binding, \$3.00 for processing, and the cost of packing, if needed, for damaged books. (Average binding is \$10.00.)
- B. The borrower will be charged the cost of repair, \$3.00 for processing, and the cost of packaging if needed for damaged or broken audio-visual materials.

- C. It is at the discretion of the Circulation Supervisor whether an item is damaged and to assess damages.
- 5. <u>Irreparably Damaged Materials</u>: Materials returned in such condition that they cannot be repaired are charged the same as for Lost Materials. The borrower may keep the damaged item in these instances.
- 6. Lost Card Replacement: There is a \$2.00 charge for replacement of lost cards.

7. Non-Resident Library Cards:

- A. Residents of Dubuque County and outside of the County in Iowa, may receive services from the Carnegie-Stout Public Library through Open Access or through a Contract for Library Services which their individual community will enter into with the Agency, of Dubuque County Libraries. (See Circulation Policy.)
- B. Persons residing outside the city limits of Dubuque, but in the state of Iowa, who are otherwise not eligible for borrowing privileges through Open Access or by contract with the Agency, may not purchase a library card.
- C. Persons who are eligible for loans through Open Access and out of state residents may purchase additional library services as outlined:
 - 1) Silver level, \$75.00 annually offers the ability to place reserves on materials and access to nine information databases.
 - 2) Gold level, \$125.00 annually offers all of the silver level with access to an additional six databases and includes attendance to all programs requiring registration.
 - 3) Platinum level, \$175.00 annually provides the same full service as a Dubuque resident.

The cost for all levels represents a household, regardless of size.

- D. Temporary guest cards will be issued for visitors to the community. The fee for this card is \$10.00 and is valid for 30 days. See the Circulation Policy for limitations to this card.
- E. Cards are available for Internet use only at a cost of \$13.00 for three months.

8. Institutional Cards:

A. Schools – One (1) card is to be kept by the school principal.

- B. Business There is no charge for a local business account. Out of state schools or businesses that are not eligible for borrowing privileges may purchase a non-resident institutional card for \$175.00 annually.
- 9. **Reserves:** There is a \$.50 charge for each reserved item not picked-up within five days of notification.

10. Interlibrary Loan:

- A. Interlibrary loans requested by Carnegie-Stout Public Library patrons are \$3.00 if borrowed from within the State of Iowa; limit of three items at one time.
- B. If an item is borrowed from outside of lowa, the patron may be charged for actual shipping costs plus any lending institution fees.
- C. Census and genealogical microfilm fees are established by lending agencies. Ask at Reference Desk.

11. Material Return Drops

- A. Materials deposited in return drops will be checked in several times each day by the Library staff. All books returned after closing time will be checked in the next day the Library is open to the public.
- B. A fine of \$.50 per item may be charged for materials returned in the wrong materials return box, or for items which were returned in the boxes that should have been returned in the library. The borrower may also be liable for repair or replacement costs if material is damaged due to being returned in the wrong box, or if the item should have been returned in the library. See Circulation Policy.

12. Copy Services:

- A. Self-service photocopier charge is \$.10 per page; \$.15 for double-sided black and white copies.
- B. Self-service color copier charge is \$.50 per 8 ½" x 11" per page; \$1.00 for larger sizes.
- C. Self-service microfilm/fiche copier charge is \$.10 \$.25 per page.
- D. Fax service:
 - 1) Sending Fax long distance costs \$2.00 for the first page, and \$1.00 for each additional page per telephone number. No international faxes will be sent.
 - 2) Sending Fax in town costs \$1.00 per page.
 - 3) Receiving Fax costs \$1.00 per page.

- 4) Faxes sent by staff in response to a Personal Librarian query will be at no charge.
- E. Printing copies costs \$.10 per page; \$.15 for double-sided black and white copies, color \$.50 per page.
- F. Scanning costs \$.10 per page. Library staff may review scanned documents for copyright compliance.
- 13. **Non-Resident Research Services:** Photocopying or scanning by staff costs \$5.00 for the first page; \$1.00 for each additional page.
- 14. <u>Lamination Services</u>: Lamination is available on demand Monday Friday. The cost begins at seventy-five cents (\$.75) for 2-1/2 X 4-1/4 inches (billfold size). All dimensions larger than this are \$1.50 linear foot.
- 15. Meeting Room Fees: See "Meeting Room Policy".
- 16. **Unattended Children**: See "Unattended Children Policy".

THEFT NOTICE: According to Chapter 714.5 of the <u>Code of lowa</u>, the fact that a person concealed Library materials or equipment ...is material evidence of intent to deprive.... Also, the fact that a person fails to return Library materials for two months beyond the due date is evidence of intent to deprive the owner.

Adopted by the Library Board of Trustees Adopted January 1, 1993
Revised March 31, 1994
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By,

President, Library Board of Trustees

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