



CARNEGIE-STOUT PUBLIC LIBRARY

FINES AND FEES POLICY

1. **Suspension of Services:** 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. **Overdue Materials:** Adult & Children's materials: \$.20 per day. Maximum fine is the cost of an item or \$7.50. Exceptions in fine amounts include:
 - A. "Books To Go": \$.50 per day per item; maximum fine of \$7.50
 - B. "DVD/Blu-ray-To-Go" \$1.00 per day per item; maximum fine of \$8
 - C. DVD/Blu-ray: \$.50 per day per item; maximum fine of \$7.50
 - D. Interlibrary loan: \$.50 per day per item; maximum fine is cost of item or \$10.00, whichever is less.
 - E. Equipment: \$5.00 per day per item; maximum fine of \$20.00
 - F. Laptop computer: \$10 per hour; maximum fine of \$50.00

There is a collection fee of \$5.00 on account balances less than \$25.00 and \$10.00 on account balances greater than \$25.00 and 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, periodicals, and comics.
 - C. The borrower will be charged at retail price, the cost or packaging, and \$5.00 processing for audio-visual materials (DVDs/Blu-Ray, compact disks and audio books).
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, \$5.00 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 has been damaged and to assess damages.
5. **Irreparably Damaged Materials:** 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:** \$2.00 for 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 - offers the ability to place reserves on materials and access to eleven information databases.
 - 2) Gold level, \$125.00 - offers all of the silver level with access to an additional six databases.
 - 3) Platinum level, \$175.00 - 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 for three months.

8. **Institutional Cards:**

- A. Schools – One (1) card 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:** \$.50 for each reserved item not picked-up within seven days of notification.

10. **Interlibrary Loan:**

- A. Interlibrary loans requested by Carnegie-Stout Public Library patrons - \$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 Iowa, the patron may be charged for actual shipping costs plus any lending institution fees.
- C. Census and genealogical microfilm - fees established by lending agencies. Ask at Reference Desk.

11. **Material Return Drops**

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

- 3) Receiving Fax: \$.25 per page.
 - 4) Faxes sent by staff in response to a Personal Librarian query will be at no charge.
 - E. Printing copies: \$.10 per page; \$.15 for double-sided black and white copies, color \$.50 per page.
 - F. Scanning: \$.10 per page. Library staff may review scanned documents for copyright compliance.
13. **Non-Resident Research Services:** Photocopying or scanning by staff: \$5.00 for the first page; \$1.00 for each additional page.
14. **Lamination Services:** Lamination is available on demand Monday – Friday. Cost begins at seventy-five cents (\$.75) for 2-1/2 X 4-1/4 inches (billfold size). All dimensions above 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 Code of Iowa, 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 January 1, 1993
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By, 

Jenny Weiss, President
Library Board of Trustees