

Circulation**Schedule of Fines and Fees****Overdue Fines**

Fines are charged for all days; including those the Library is closed. The daily fine for overdue materials is 20¢ per item per day with the following exceptions:

- Adult Services "Speed Zone" books \$.50 / day
- Adult Services videocassettes and DVDs (fiction) \$1.00 / day
- Youth Services videocassettes and DVDs (fiction & nonfiction) \$1.00 / day

Postage Charges for Overdue Notices

The Library will charge first class postage plus a 10¢ cent handling fee for each overdue or billing notice mailed.

Other Fees

- Lost library card -- \$2.00
- Admission to some programs may be charged to recover the cost of materials and/or presenter fees.
- Admission to reading clubs for non-Villa Park Public Library cardholders
 - \$5.00 per child or \$10.00 per family for Youth Services club
 - \$10.00 per person for Adult Services club
- Quick Flicks (DVDs) -- \$2.00 rental

Meeting Room Use (see Policy 530: Building Use, Meeting Room Use)

Replacement Fees for Lost or Damaged Library Materials

If an item is not returned or is returned damaged, the patron is responsible for the following charges:

- List price of the item. If the cost of an item cannot be accurately determined, the replacement charge listed in this policy will be used.
- Overdue fines accrued to a maximum of 40 days or the cost of the item, whichever is less
- Items not returned within 40 days of the due date will be assumed lost and a billing notice will be generated. At that time, a non-refundable \$5.00 billing fee will be charged to the account.
- Accounts with items that are 50 days or more overdue may be sent to a collection agency, at which time a \$10.00 collection fee will be charged to the account.
- If the item is an Interlibrary Loan, the patron will be charged the cost of the item and processing fee as determined by the owning library.

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Replacement charges are as follows:

Hardcover adult book, fiction \$25.00

Hardcover adult book, nonfiction	\$32.00
Paperback adult book, fiction	\$8.00
Paperback adult book, nonfiction	\$15.00
Hardcover youth book	\$20.00
Paperback youth book	\$8.00
Audiobook	\$15.00 (+ \$5.00 for each cassette/CD)
CD-ROM (including Video games)	\$25.00
Compact Disc	\$17.00
DVD	\$20.00
Magazine / Periodical	\$5.00
Media Container for an audiobook, CD, DVD, or videocassette	\$5.00
Media Container (plastic bag)	\$2.00
Pamphlet	\$3.00
Puppet (less than 30 centimeters in height)	\$20.00
Puppet (30 centimeters or more in height)	\$30.00
Puzzle	\$15.00
Videocassette	\$20.00

Charges Incurred in Obtaining Materials for Patrons

Fees incurred by the Library for obtaining materials will be passed on to the patron. These fees may be for processing, postage or photocopies. A flat fee of \$3.00 will be assessed for out of state materials.

Census Microfilm \$9.50

Charges for Computer and Miscellaneous Supplies

- The first three sheets of printouts from the computer catalog are free. Additional printouts are 10¢ per page.
- Printouts from Internet computers, electronic databases, and word processors are 10¢ per sheet for black/white and 50¢ per sheet for color.
- Ear buds: \$1.00 each
- AAA batteries: 50¢ each
- 1.44 MB Diskette: \$1.00 each
- USB drive: (market cost)

Fee for NSF Checks

If a patron pays for fines or other fees with a check which subsequently is returned to the Library by the bank marked "NSF (Refused -- Not Sufficient Funds)", the Library will ask the patron to resubmit the amount in cash and will charge an additional fee to the patron to cover the cost of handling the NSF check. The amount of the fee is \$7.50 or the amount charged by the bank, whichever is greater.

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