

## **Circulation**

### **Schedule of Fines and Fees**

#### **Overdue Fines**

Fines are charged for all days the library is open. The daily fine for overdue materials is 20¢ per item per day with the following exceptions:

- Adult Services “Speed Zone” books \$ .25/day
- Adult Services DVDs (fiction) \$ .50/day
- Youth Services DVDs (fiction & nonfiction) \$ .50/day
- E-Readers, laptops and tablet computers, etc. \$2.00 /day

#### **Other Fees**

- Lost, damaged, or replacement library card - \$1.00
- Fax service (outgoing only) - \$.50 cents per page
- Admission to some programs may be charged to recover the cost of materials
- Quick Flicks (DVDs) Adult - \$1.00 rental
- Notary service for non-residents - \$1.00 per Notary stamp
- U.S. Passport Execution fee - \$35.00 per application (plus fees as determined by travel.state.gov)
- 3D Printing - \$.10 per gram
- Laminating - minimum: \$3.00 per foot
- Large Format Printing - 50¢ per linear inch.

#### **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:

- Current Amazon discounted price of item. If the cost of an item cannot be accurately determined, the replacement charge listed in this policy will be used.
- Patrons may purchase a replacement copy as long as the ISBN on the item is an exact match of a Villa Park Public Library item.
- If an item is lost or damaged, overdue fines will be waived if the item is replaced or paid for by the patron.
- Items not returned within 40 days of the due date will be assumed lost and a billing notice will be generated for all cardholders. At that time, a non-refundable \$5.00 billing fee will be charged to the account of Non-SWAN cardholders.
- 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.

**Replacement charges are as follows:**

Hardcover adult book, fiction	\$28.00
Hardcover adult book, nonfiction	\$32.00
Paperback adult book, fiction	\$8.00
Paperback adult book, nonfiction	\$20.00
Hardcover youth book	\$20.00
Paperback youth book	\$8.00
Audiobook	\$15.00 (\$5.00 for each additional CD)
Compact Disc	\$15.00
DVD	\$20.00
Binge Box (curated collection of DVDs)	\$75.00
Magazine / Periodical	\$5.00
Media Container for an audiobook, CD, DVD, or videogame	\$5.00
Media Container (plastic bag)	\$2.00
Tote Bags	\$10.00
Totebag card and barcode	\$1.00
Book jackets	\$2.00
Playaway Battery Cover	\$2.00
Playaway Launchpad	\$130.00
Accompanying material such as maps, booklets, instructions, etc.	\$2.00 (each piece)
Puppet (less than 30 centimeters in height)	\$20.00
Puppet (30 centimeters or more in height)	\$30.00
Puzzle	\$15.00
Videogame	\$30.00
Board game	\$30.00
Wi-Fi Hot Spot	\$90.00

**Replacement of Non-Villa Park Public Library Materials**

Materials owned by other libraries and lent to a Villa Park Public Library patron are subject to the rules, regulations, and charges applied by the owning library. The patron is responsible for all charges assessed by the owning library. Replacements will not be accepted for items owned by other libraries. In compliance with the library's automation consortia agreement, refunds will not be given for non-Villa Park items.

**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.

**Charges for Computer and Miscellaneous Supplies**

- Printouts from copiers and printers are 10¢ per sheet for black/white (8.5"x11") and 50¢ per sheet for color (8.5"x11"), 20¢ per sheet for black/white (11"x17"), and \$1.00 per sheet for color (11"x17")
- Computer supplies: Retail 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 the amount charged by the bank.

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