

731 / Circulation

Schedule of Fees

The Villa Park Public Library does not charge fines for overdue items. Patrons will be sent notices regarding overdue items. After an item is 42 days overdue, it is considered lost and the patron will be billed for the replacement cost. A patron's card will be blocked if they incur a bill of \$20.00 or have 10 items overdue. A Villa Park Public Library cardholder account with outstanding bills on materials worth \$25.00 or more shall be sent to a material recovery agency. The agency service charge shall be added to patron accounts and cannot be waived.

Fees

- Lost library card: \$1.00
- Fax service (outgoing only): \$.50 per side of a page (charges not to exceed \$10.00 per single transmission)
- Notary service for non-residents of Villa Park or Oakbrook Terrace: \$5.00 per Notary stamp
- U.S. Passport Execution fee: \$35.00 per application (plus fees as determined by travel.state.gov)
- 3D Printing: \$.05 per gram; \$1.00 minimum for 3D prints
- Laminating: minimum \$3.00 per 8.5 x 11" page
- Large Format Printing: \$.50 per linear inch
- Admission to some programs may be charged to recover the cost of materials

Replacement Fees for Lost or Damaged Villa Park Public 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 brand new, unused item (for items still in print). *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 in like-new, unused condition as long as the ISBN on the item is an exact match of the Villa Park Public Library item.
- Items not returned within 42 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 60 days or more overdue may be sent to a material recovery agency, at which time a \$10.00 collection fee will be charged to the account and cannot be waived.

Replacement charges are up to:

Hardcover adult book, fiction	\$32.00
Hardcover adult book, nonfiction	\$35.00
Mass Market Paperback	\$10.00
Trade Paperback	\$20.00

Paperback adult book, nonfiction	\$20.00
Hardcover youth book	\$20.00
Paperback youth book	\$8.00
Audiobook	\$20.00 (\$5.00 / each additional CD)
Compact Disc	\$15.00 (\$5.00 / each additional CD)
DVD	\$15.00 (\$5.00 / each additional CD)
Binge Box (curated collection of DVDs) (individual discs from Midwest Tape can be replaced)	\$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
Tote bag card and barcode	\$1.00
Book jacket	\$2.00
Playaway Battery Cover	\$2.00
Playaway Launchpad	\$130.00
Playaway Launchpad Case	\$13.00
Playaway Launchpad Bumper	\$9.00
Accompanying material (such as maps, booklets, instructions, parts and pieces, etc.)	\$2.00 (each piece)
Puppet (less than 12" in height)	\$20.00
Puppet (12" or more in height)	\$30.00
Puzzle	\$15.00
Videogame	\$50.00
Board game	\$30.00
Wi-Fi Hot Spot	\$90.00
Board Game/Puzzle Large Rubber Band	\$2.00

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 side of page for black/white (8.5"x11") and 50¢ per side of page for color (8.5"x11"), 20¢ per side of page for black/white (11"x17"), and \$1.00 per side of page 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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