

# FINES/FEES POLICIES



## FINES

### BOOKS/AUDIO BOOKS:

* Charge For Overdue Books	25 Cents Per Day
* Maximum Charge Per Book	\$ 5.00
* Inter/Intra-library Loan Charge For Overdue Books	25 Cents Per Day

### VIDEOCASSETTES/DVD:

* Per Day Charge For Overdue Videocassette/DVD	\$ 2.00
* Charge If Videocassette Is Not Rewound	\$ 1.00
* Maximum Charge Per Videocassette/DVD	\$ 10.00

### DISCOVERY PACKS/LEARNING PACKS:

* Per Day Charge For Each Overdue Pack	\$2.00
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## REPLACEMENT FEES

CD/DVD case	\$ 2.00
Audio Cassette/CD Hanging Bag	\$ 3.00

# PUBLIC SERVICE FEES

All Library Personnel are to collect fees from the public.

## A. Photocopying Fees:\*\*\*

Per copy:

8 ½ x 11 - 20 cents per page

8 ½ x 14 - 25 cents per page

11 x 17 - 30 cents per page

**Color Copies**

\$1.00 per page

*(Friends of the Library members will be charged 10 cents per copy except for color copies.)*

Same rates apply to front and back copying. It is considered 2 copies. Employees and Library Trustees are allowed up to 15 copies per month at no charge. After that they pay at regular fees. No copy accumulation discount.

## B. Public Typewriter Fees:

No fee for service. If paper is provided by library, 5 cents per sheet will be charged.

## C. Computer/Internet Fees:\*\*\*

Flash Drive:

\$10.00

CD's:

\$1.00/disk

Ear Bud

\$1.00 per pair

Printing Charges: \*\*

### Black ink prices:\*

**Per pages:**

8 ½ x 11

20 cents/page

### Color ink prices:

**Color**

\$ 1.00/page

\*When printing from encyclopedias and from other programs which print only a few words in color on a whole page and do not allow you the option to change your printer settings, printer charges will be the same as for black ink.

\*\*Customers may supply their own specialty paper for the printer. Printer will not print effectively unless paper is flat finish. Paper may be 22lb or 24lb only. Printer charges remain the same.

Revised: 9/2012, 7/7/2014, 1/26/2015, 2/2/2015, 2/13/15, 10/23/15

\*\*\*Employees and Library Trustees are allowed up to 15 copies per month at no charge, after that they pay regular fees. No copy accumulation discount.

**D. Fax Fees:**

**TO SEND A FAX:** \$ 1.00/page

**TO RECEIVE A FAX:** \$ 1.00/page

*(Friends of the Library members will be charged 50 cents per page)*

- **No international faxes will be sent/received**
- **The customer is responsible for all pages that are sent/received even if a mistake is made on the part of the individual/organization sending a fax to a MMRLS fax machine.** The only situation where a customer is not responsible for a fax is if the individual/organization sending a fax sends the same fax multiple times thinking the original fax did not send. Any fax not paid for by the customer will be billed to the customer's account in the automated circulation system. The customer will be barred from checking out any MMRLS materials or using MMRLS public access computers until the charges have been paid. If the customer does not have a library card, the charges will be noted on a list at the circulation desk. The customer will not be allowed to receive a library card or computer guest pass until the charges have been paid.
- **The customer is responsible for contacting the individual/organization that is sending a fax to a MMRLS fax machine and clarifying that the specific pages needed are sent properly.**

**E. Audio-Visual Equipment Fees Off Premises:**

Slide Projector	\$4.00/day
Portable Screen	\$5.00/day

Groups or individuals using audio-visual equipment in the library will not be charged a user's fee.