



## Library Fines and Fees Policy

Adopted: 07/13/17

Revised: 8/09/2018

The Walworth-Seely Public Library offers several services to the patrons and community. Because of the cost incurred for the materials and wear/tear on machines, some services have a minimal fee associated with each use. Please refer to the attached schedule for the current fines/fees. This schedule will be reviewed on a yearly basis and be updated as necessary.

### **2018-2019 Approved Loan Period, Renewals and Fines**

<b>Item Type</b>	<b>Loan Period &amp; Renewals allowed</b>	<b>Fines (\$10 max for all items)</b>
<b>All materials</b> <i>(not otherwise listed below)</i>	3 weeks 2 renewals	\$ .20 per day
<b>Video Games</b> <i>(limit 3 per checkout)</i>	1 week 1 renewal	\$1.00 per day
<b>Weekly Magazines</b>	1 week 0 renewals	\$ .20 per day
<b>DVDs</b> <i>(limit 5 per checkout)</i>	1 week 1 renewal	\$1.00 per day
<b>DVDs TV Series</b> <i>(limit 5 per checkout)</i>	3 weeks 1 renewal	\$1.00 per day
<b>nook eReaders</b> <i>(User agreement must be signed)</i>	3 weeks 0 renewals	\$5.00 per day
<b>HotSpots</b> <i>(User agreement must be signed)</i>	1 week 0 renewals	\$1.00 per day
<b>StoryTime Bags</b>	1 week 1 renewal	\$1.00 per day
<b>Experience Kits</b>	1 week 1 renewal	\$1.00 per day



## **2018 – 2019 Approved Fees for Library Equipment and Services**

<b>Service Type</b>	<b>Fees associated with use</b>	<b><i>Other</i></b>
<b>3D Printer</b>	\$ .20 per gram Weighed prior to print	Must make an appointment
<b>Copier/Printer</b>	Charged per page/per side	Black ink only prints \$.20 per page/per side Color ink prints \$.40 per page/per side
<b>Faxes</b>	\$1.00 per page	To send or receive
<b>Lamination</b>	\$2.00 per pouch	Pouches are 8"x11" – must use library's supplies
<b>Ellison Die Cut</b>	NA	
<b>In-house Laptop</b>	NA	To be used in-house only, as available
<b>VHS to DVD disc transfer</b>	\$5.00 per use (includes cost of DVD-R and case)	Staff assist – make appointment
<b>DVD Disc Cleaning</b>	\$1.00 per disc	Staff assist – make appointment
<b>Scale</b>	NA	
<b>Sewing Machines</b>	User provides own supplies	Appointment required