



# Fines & Fees Policy

## 1. Overdue Fines

Fines are charged to encourage the return of materials in a timely manner. Check out privileges will be blocked if fines exceed \$3.00. The same fine schedule applies to all users regardless of age. Head Starts, preschools, organized home school classes and teachers who have applied for and received an Institutional Card are not charged fines for overdue materials except for videos and thematic kits.

	<u>Fine Per Day</u>	<u>Maximum Fine</u>
Adult Hardbacks	\$ .10 per day	\$ 6.00
Juvenile Hardbacks	\$ .10 per day	\$ 4.00
Adult Paperbacks (Cataloged)	\$ .10 per day	\$ 6.00
Juvenile Paperbacks (Cataloged)	\$ .10 per day	\$ 4.00
Paperbacks (Uncataloged)	n/a	n/a
Magazines (unbound)	\$ .10 per day	\$ 3.00
Reserve Material (restricted checkout)	\$ .25 per day	item type\$4.00- 6.00
Video Cassettes/DVDs	\$ 2.00 per day	\$ 6.00
Books on Tape/CD	\$ .10 per day	\$ 6.00
Playaways	\$ .10 per day	\$ 6.00
Children's Books with Tapes	\$ .10 per day	\$ 6.00
Cassettes	\$ .10 per day	\$ 6.00
Compact Discs	\$ .10 per day	\$ 6.00
Thematic Kits	\$ 3.00 per day	\$51.00
Interlibrary Loan Item	n/a	n/a

## 2. Materials Lost or Irreparably Damaged

For materials lost or irreparably damaged, the following charges will be made. A patron paying for lost or damaged material(s) is given a receipt. A copy is kept on file in the Library. If the item is found and returned to the Library in good condition, the receipt is verified before any money is refunded. The refund is the difference between the overdue fine and the replacement cost. All refunds will be paid by check, issued by the County of Washington, Virginia.

A patron who wishes to replace a lost book in lieu of paying for it may do so provided it is an exact duplicate and is new or in excellent condition. A \$6.01 processing fee must be paid, however.

### Books

Adult Hardbacks	\$31.01 *
Juvenile Hardbacks	\$21.01 *
Trade Paperbacks (Cataloged)	\$18.01 *
Mass Market Paperbacks (Cataloged)	\$13.01 *
Board Books (Cataloged)	\$11.01
Paperbacks (Uncataloged)	\$ 5.00
Magazines (unbound)	\$ 3.00
Interlibrary Loans	As assessed by lending Library

### Thematic Kits

Replacement cost plus \$6.01 processing fee

### Audio-visual Materials

Video Cassettes/DVDs	\$26.01 *
Compact Discs	\$21.01 *
Books on Tape and Books on CD (Complete)	\$ 8.50 per tape/CD up to a ceiling of \$120, plus \$6.01 processing fee
Playaways	Replacement cost plus \$6.01 processing fee
Children's Book with Tape	\$14.01

### Audio-visual Materials (continued)

Destroyed Audio Cassette Case	\$5.00
Destroyed Video Cassette/DVD Case	\$2.00
Destroyed Compact Disc Case	\$2.00
Lost AV Booklet	\$2.00

\* Includes \$6.01 processing fee.

### Damaged Books (Repairable)

Hardback books	\$ 5.00
Paperback books	\$ 2.00
Damaged books (Bindery Charge)	\$ 8.00

### 3. Fees

Fees are charged to cover the cost of services provided. Library fees are based solely on the library's costs for supplies and overhead.

#### Category:

Non-resident fee	\$10.00
Lost Card Replacement	\$2.00
Photocopies: Letter/Legal	\$ .15 per sheet
Photocopies: Ledger	\$ .20 per sheet
Non-circulating material: Letter/Legal	\$ .10 per sheet
Non-circulating material: Ledger	\$ .15 per sheet
Senior citizens: Letter/Legal	\$ .10 per sheet
Senior citizens: Ledger	\$ .15 per sheet
Computer Printing	\$ .15 per sheet
Color Copy	\$ .50 per sheet
Interlibrary Loan	n/a
Telefacsimilie:	
Cover sheet	\$ No charge
Sending	\$ 1.00 first page
Additional pages	\$ .50
Receiving	\$ .50 per page
Local/toll-free	No charge
Lost Bar Code	\$ 1.00 each
Diskette	\$ 1.50 each
Equipment	\$5.00 per day per item

#### APPROVED BY THE WASHINGTON COUNTY PUBLIC LIBRARY BOARD OF TRUSTEES:

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