



## APPENDIX – K

## LOAN PERIODS AND SERVICE FEES

1. LOAN PERIODS
  - a. The seven day loan period applies to the following:
    - I. Popular New fiction
    - II. Videos and DVD'S
    - III. Magazines
  - b. The three week loan period applies to the following:
    - I. Lengthy New Fiction
    - II. All other books, cds, development games, cd rom computer games
  
2. RENEWALS
  - a. Library items may be renewed up to two times by phone or in person or online. Exceptions are items on hold, special collections, and special loan items as may be designated from time to time.
  
3. LOAN LIMITATIONS
  - a. DVD's  
Four adult and four children's per card
  - b. Videos  
Four adult and four children's per card
  - c. Computer CD's  
Four adult and four children's per card
  - d. Compact Music Disc's  
Ten adult and ten children's per card
  - e. Subject matter (nonfiction)  
Subject to patron demand & the number of volumes on our shelves, library personnel may limit book loans on topical subjects as the need arises.
  
4. LATE FEES
  - a. All materials, regardless of format or loan period                      \$0 .10 per day  
Extended Service Fees will not apply on days when the Library is closed.
  - b. Account Services Fee    \$20.00  
*Collection of materials (based on last due date) and fees not returned or paid with 45 days*
  
5. COST FOR DAMGAGED OR LOST MATERIALS
  - a. Lost or Destroyed Materials: Replacement Cost plus a processing fee  
When payment is made for lost materials, extended service fees are not charged. When lost material (that has been paid for) is returned within a six month period from the date the item was reported as lost, a refund will be made for cost of material less the processing fee.
  - b. Damaged Books: Replacement Cost plus a Processing Fee  
Major (dog chewed, wet, moldy, broken spine, warped, taped, removed or altered spine labels, pictures removed, written in, etc.)

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| 6. PROCESSING FEE  | \$6.50                            |
| a. The processing fee is a recovery fee. It is the cost of creating and deleting a catalog record as well as the bar code, plastic cover or case, information stickers, spine label, security strip, and the labor to place these items on the new item. |                                   |
| 7. INDIVIDUAL COST FOR DAMAGED OR LOST PARTS ON MATERIALS  |                                   |
| a. Missing or Damaged Bar-code/spine label   | \$3.00                            |
| b. Circulating puzzle  | \$3.00                            |
| c. CD Rom Computer Games   | \$2.00                            |
| d. Compact disc pamphlet   | \$1.00                            |
| e. DVD & CD Case   | \$2.00                            |
| f. Video case  | \$1.00                            |
| g. Cassette hang-up bags   | \$3.50                            |
| h. Plastic box for developmental games   | cost of specific case             |
| i. Developmental game pieces<br>piece  | cost of specific game or<br>piece |
| j. Magazine bag  | \$4.50                            |
| 8. LIBRARY CARD  | \$1.00                            |
| 9. NON-RESIDENT FEE  | \$215.00                          |
| a. <i>Subject to change annually and adopted by Ordinance on a formula provided by State Library.</i>  |                                   |