

FEES, FINES, AND CHARGES POLICY

1. Overdue Fines

- A. Materials returned after the due date are subject to a fine for every day that the material is out past the due date.
- B. No fines are charged for days the library is closed.
- C. Other charges may be assessed for certain services and components. (See #5)
- D. Overdue fines shall not accumulate in excess of the price of the material.

Overdue Worth items except videos and DVD's; includes pamphlets, audio books, compact discs, magazines, and most books.	.10 per day
Overdue Worth 14 day books	.15 per day
Overdue Worth or inter-library loaned videos or DVD's	\$2.00 per video or DVD per day
Overdue inter-library loaned material (other than videos or DVD's)	.15 per day
Overdue reciprocal borrowed items	Amount on computer screen

2. Fees

Feature length Video or DVD Rental (limited to 3 videos or 3 DVD's of any type)	\$1.00 each video or DVD for two days.
Processing fee on all items	\$5.00

3. Fees for faxing

- A. A cover sheet is required; the patron's own cover sheet or the library's cover sheet may be used. There is no charge for faxing the cover sheet unless the message is part of the cover sheet.
- B. If the party receiving the fax uses the same telephone number for both fax and telephone, the patron sending the fax is responsible for notifying the recipient that a fax will be sent. The library will not make repeated attempts to send a fax to a recipient whose telephone number is in telephone rather than fax mode.

Metropolitan Chicago area codes such as 224, 312, 331, 630, 708, 773, 779, 815, 847, 872 and toll free area codes such as 800, 866, 877, and 888	\$1.00 per page
All other United States area codes	\$2.00 per page

The library does not provide fax service to international phone numbers

4. Lost or damaged items

- A. The patron shall be charged the price of the material plus a \$5.00 non-refundable processing fee per item for materials lost or returned in a damaged/unusable condition.
- B. If materials are found within thirty [30] days of payment, the price of the materials, minus the accumulated fines, shall be refunded. The processing fee is non-refundable.
- C. The Worth Public Library does not control the fines or charges assessed by other libraries.

5. Additional charges for services and components

Replacement of lost or damaged library card. (There is no charge for replacement of an expired card.)	\$2.00
Missing inter-library loan band	\$1.00
Missing barcode (zebra label)	\$2.00
Damaged or missing CD case	\$2.00
Damaged or missing video or DVD case	\$2.00
Damaged or missing audio cassette case	\$.50
Missing CD, audio cassette, DVD or video inserts	\$5.00
Missing plastic pouch for CD or cassette	\$2.00
Missing plastic carry bag for book and cassette kits	\$2.00
Missing pamphlet envelope	\$5.00

6. Public Access Computer Fees

Patrons without Worth Public Library card	\$1.00 Per session
Printing	10 Cents per sheet black and white copies 25 Cents per sheet color copies

7. Other

Materials designated with a “Do Not Return In Book Drop” sticker must be returned to the Circulation Desk when the library is open. Any materials with this designation that are returned in the book drop will be assessed a fine of \$1.00 per item plus any overdue fines that have accrued, including the day(s) in the book drop.

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Kari Fickes
President, Board of Trustees