

# PORTAGE DISTRICT LIBRARY

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## FINES & FEES/USAGE POLICY

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### 1. General Fines

- A. The fine for any overdue material (excluding Rental Books, Videos, and Special Collections) is 10¢ per day per item, with a maximum fine of \$5.00 per item and return of materials.
- B. The overdue fine for Rental Books is 50¢ per day per item, with a maximum fine of \$10.00 per item and return of materials.
- C. The overdue fine for videos and special collections is \$1.00 per day per item with a maximum fine of \$10.00 per item and return of materials.
- D. After \$25.00 in total fines is accumulated, the patron will be denied borrowing privileges until the fine is paid.
- E. A final invoice is sent to the patron after two months and before six months, stating the amount due and informing the patron of revoked privileges until such time as the fine is paid and/or the material is returned. The notification process may be accelerated for audio-visual materials and equipment, or high demand items.
- F. The Library may institute legal proceedings for recovery of materials that are overdue.

### 2. Lost or Damaged Item Fees

- A. All lost or damaged print materials, except magazines, are charged at replacement/retail value. A default price of \$20.00 will be used as the cost for items for which no retail value has been recorded.
- B. Magazines are charged at replacement/retail value or \$5.00, whichever is greater.
- C. The patron shall be liable for the replacement and processing costs for lost or damaged audio-visual materials or equipment. Incidental damage caused by normal use will be repaired without charge. In the instance of greater damage or loss, a replacement fee will be assessed based on the cost and availability of replacement parts.
- D. Replacement cost for single talking book cassettes or talking book discs is \$10.00 when available.
- E. Single replacement cassettes or discs are only available from Recorded Books, Books on Tape, and Brilliance; all other companies charge replacement cost for the entire set. The total replacement cost will be assessed when single cassettes or discs are not available.
- F. All lost or damaged special collection items will be charged at replacement/retail value or \$10.00, whichever is greater.
- G. There is a \$5.00 fee per lost or damaged item (with the exception of magazines), which is assessed to defray the cost of cataloging and processing replacement material.
- H. Refunds will not be given for lost material that has been paid for, regardless if it is returned to the collection.

### 3. Rental Book Fee

A fee of 50¢ per title per loan is charged at the time of checkout for titles in the Rental Book collection. The books in this collection check out for a period of one week, with the option of a one-time renewal for another 50¢.

### 4. Reserve Fee

The fee for reserving an item shall be the cost of first-class postage, rounded to the next ten cents. Those patrons choosing email notification over standard mail notification will not be charged for reserves.

### 5. Room Rental Fees

Meeting rooms are to be booked on a first-come, first-served basis in two-hour blocks of time, and may be reserved a maximum of two months in advance. Rooms must be paid for at least **ONE WEEK** in advance of scheduled use.

SINGLE ROOM RENTAL PRICES are as follows per two-hour block:

Meeting Room	Non-Profit Rental Rate	For-Profit Rental Rate
Austin Lake Room	\$25.00	\$55.00
Sugarloaf Lake Room	\$20.00	\$50.00
West Lake Room	\$20.00	\$50.00
Gourdneck Lake Room	\$15.00	\$30.00
Long Lake Room	\$10.00	\$20.00
Board Conference Room	\$10.00	\$20.00

COMBINED ROOM RENTAL PRICES are as follows per two-hour block:

Meeting Room Combinations	Non-Profit Rental Rate	For-Profit Rental Rate
Austin Lake + Sugarloaf Lake + West Lake Rooms	\$ 65.00	\$155.00
Austin Lake Room + Sugarloaf Lake Room	\$ 45.00	\$105.00
Sugarloaf Lake Room + West Lake Room	\$ 40.00	\$100.00
Gourdneck Lake Room + Long Lake Room	\$ 25.00	\$ 50.00

Any time spent over the reserved block of time will result in an additional two-hour charge. Exceptions to these meeting room rental charges may only be granted by the Library Director.

*[Note: Refer to the "Community Meeting Rooms Policy" for more details.]*

**6. Photocopy and Printout Fee**

A fee of 10¢ per page will be charged for photocopies and printouts.

**7. Interlibrary Loan Fee**

There is no charge to patrons for interlibrary loan borrowing fees under \$5.00. However, patrons will be required to pay for any special borrowing charges over \$5.00.

**8. Returned Check Fee**

There is a fee for any returned checks written to the Portage District Library. The fee shall be assessed in the exact amount which the Library is charged by its current Bank for the processing of such items.

**9. Laptop Computer Rental Fee**

- A. Laptop computers will be offered to members for use within the library only. One hour of use per day is free.
- B. After the first hour of use, there will be an automatic charge of \$10.00 per hour or part of an hour for extended use within the library.
- C. Reserves may be made when all laptops are in use and will not be subject to a reserve fee.
- D. Removal of laptop computers from the library building will be considered theft. Laptop use privileges will be revoked.

**10. Checkout, Reserve and Service Limits**

- A. Members are limited to a total of 5 movie and 10 music titles that can be checked out at one time. Similar limits may be set for other special collections.
- B. Resident and paying non-resident members may reserve up to 25 items total at one time; reciprocal borrowers may only reserve 3 items total at one time. Hot Pick collections cannot be reserved.
- C. A single renewal is allowed for items that are not in demand. Items with reserves, Hot Pick collections, high demand titles and other special collections are not renewable.
- D. A limit of 2 items from each Hot Pick item category (books, movies, music, or games) can be checked out at one time. Hot Pick movie and music titles are in addition to checkout limits set for other movie and music titles.
- E. Hot Pick collections are limited to use by resident and paying non-resident members.
- F. Interlibrary Loan and Favorite Author Services are limited to resident and paying non-resident members.