



**POLICY**

SECTION: 12.12

SUBJECT: Fines and Fees for Library Materials

Richmond Public Library holds materials as a community resource, and loans materials for the use of library patrons. The use of library materials is free for the stated loan period. Should library patrons fail to return these materials within the allotted loan periods, or lose or damage the materials, fines and fees will be assessed.

The Library uses a collection agency for the recovery of non-returned library materials. Accounts with a value of \$25.00 or more will be referred to the collection agency. A service charge of \$10.00 will be added to all accounts referred to the collection agency.

**Overdue Fees:**

Type of Material	Loan Period	Overdue Fine (per item)	Maximum Overdue Fine (per item)	Eligible for Renewal
Books	14 days	\$.10 /day	\$5.00	Yes
CDs: Music & Audio Books	14 days	\$.10 /day	\$5.00	Yes
Downloadable eBooks/Audio Books	14 days	None	None	No
E-Readers	14 days	\$2.00 /day	\$140.00	No
DVD's	14 days	\$.10 /day	\$5.00	Yes

**Other Fees:**

Type of Fees	Charge
Fee Card –Non-Resident(duration one year)	\$15.00
Deposit Card-Non Resident (temporary 90-days)	\$25.00 Refundable \$20.00(when card is surrendered)
Lost Card Replacement	\$1.00
Lost/damaged Materials Fee	Cost of the item + \$5 processing fee per item
Collection Agency Fee	\$10.00
Photocopies	\$.15/page
Microfilm Copies	\$.25/page
PC Printing-Black and White	\$.15/page
PC Printing-Color	\$.50/page
Returned Check Fee	\$20.00
Fax- In Area	\$.50/page
Fax- Out of Area	\$1.00/page

Approved: February 2012