


POLICY
SECTION: 12.12
SUBJECT: Fees for Library Materials

Richmond Public Library (RPL) 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, lose, or damage the materials, 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	Eligible for Renewal
Books	14 days	Yes
CDs: Music & Audio Books	14 days	Yes
Downloadable eBooks/Audio Books	14 days	Yes
DVD's	14 days	Yes

Other Fees:

Type of Fees	Charge
Collection Agency Fee	\$10.00
Fee Card – Non-Resident (Duration One Year)	\$15.00
Lost Card Replacement Fee	\$1.00
Lost/Damaged Materials Fee	Cost of the Item + \$5 Processing Fee Per Item
Returned Check Fee	\$20.00
3D – Print	\$.20/gram
Microfilm Copies	\$.25/page
Photocopies	\$.15/page
PC Printing-Black and White	\$.15/page
PC Printing-Color	\$.50/page
Fax – In Area	\$.50/page
Fax – Out of Area	\$1.00/page

Approved: February 2012

Reviewed: April 2022