



RICHMOND PUBLIC LIBRARY

Title: Fees for Library Materials Policy

Policy Number: 12.12

Reviewed Date: 07/23/2025

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, 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.

Other Fees:

Type of Fees	Charge
Collection Agency Fee	\$10.00
Fee Card – Non-Resident (Duration One Year)	\$15.00
Lost/Damaged Materials Fee	Cost of the 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

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