

## Fines and Fees Policy

Adopted by the Hinckley Public Library District Board of Trustees

September 9, 2013

Revised 11/10/14, 2/13/17, 8/12/19, 2/8/2021

The Board of Trustees of the Hinckley Public Library District has established the following schedule of fines for overdue materials as well as fees for other services provided by the Hinckley Public Library District.

### **Fines on Overdue Materials will not exceed the cost of the item:**

**Books:** 10¢ per day.

**Audiobooks:** 10¢ per day.

**Magazines:** 10¢ per day.

**DVDs:** \$1.00 per day.

**Music CDs:** 10¢ per day.

**Kits and games:** \$1.00 per day.

**Equipment:** \$5.00 per day.

**Interlibrary loan materials:** Determined by the lending library.

Patrons with overdue materials in any format are also responsible for any and all collection (including postage) and/or court costs incurred by the library in its efforts to secure the return of the material.

### **Fees:**

**Copies and computer printouts:** 10¢ per page for black and white or 25¢ per page for color. For double-sided sheets, each side will be charged separately.

**Fax transmission:** \$1.00 per page. The cover sheet is excluded from the per page fee if the fax (including cover sheet) is more than one page in length.

**Fax receipt:** 10¢ per page. The Hinckley Public Library District assumes no responsibility of notification of the receipt of a fax for an individual. The fax will be held by the library for one week and then discarded if not picked up. No effort to notify the individual of the arrival of the fax will be made.

### **Lost or Damaged Materials:**

**Items that are lost or damaged beyond repair:** Original retail price of the item, plus a processing fee of \$7.50.

**Interlibrary loan items:** Loss or damage will be charged to the patron according to the bill provided by the lending agency.

**Lost magazines:** \$5.00.

**Individual discs:** The full retail price of the set will be charged if an individual disc from an audiobook, music CD set, or multi-part DVD is lost or damaged beyond repair.

**Missing stickers:** \$1.00 for each missing barcode or spine label.

Whether an item is fixable or damaged beyond repair will be determined at the director's discretion.