

## **Schedule of Fines and Fees**

Chadwick Public Library District has established the following schedule of fines for overdue items and fees for special use.

### **Overdue items**

All items will be charged \$.05 (five cents) per day per item, not to exceed the replacement cost of the item.

Any item more than three months overdue will be considered lost and the patron will be expected to pay for the replacement of the item as determined by the Director. Library privileges will be suspended until the overdue fines have been settled.

Items borrowed through Interlibrary Loan will be charged \$1.00 per day per item for each day they are overdue.

### **Lost or damaged items**

Items borrowed from the library are the responsibility of the library patron. By signing for their children, parents assume responsibility for all items borrowed by their children.

Replacement cost is the responsibility of any patron who borrows and loses or damages any library material. The Director determines replacement cost.

Materials borrowed through interlibrary loan that are lost or damaged are charged to the patron according to the bill provided by the lending library.

### **Copies and computer printouts**

Copies and computer printouts are \$.25 (twenty-five cents) per page. If enlargement or reduction is required, the per page fee applies to each step in the process. Patrons using their own paper may be charged \$.15 (fifteen cents) per page if they discuss it with the Director first.

### **Fax Transmission**

Patrons of Chadwick Public Library may both send and receive fax transmissions. The charge is \$1.00 per page for either sending and receiving.

Chadwick Public Library assumes no responsibility of notification of the receipt of a fax for an individual.

An incoming fax will be held five working days, then discarded if not picked up.

### **Out of District Fee**

Individuals living outside the library district may purchase a library card based on a formula as determined by the Illinois State Library.

The formula is as follows:

Tax Revenue                      X            Average household size

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Population

The out of district fee is determined at the May meeting of the Chadwick Library Board of Trustees and the out of district card is valid for one year.

Approved this twelfth day of July, 2011