



## Loan and Fee Schedule

Library Materials	Renewals	Loan Period	Overdue Fines per Day	Grace Period
Books on CD: All collections	Yes	14 days	.25	5 days
Books: "New" Adult & Young Adult	Yes	14 days	.25	5 days
Books: Adult and Young Adult	Yes	28 days	.25	5 days
Books: Juvenile	Yes	28 days	.10	5 days
DVD or Blu-Ray: All collections <i>3 per day, 9 maximum at a time</i>	No	5 days	1.00	None
Interlibrary loans	Varies	Varies	.25	None
Magazines: Back issues	Yes	14 days	.10	5 days
Magazines: Current issues	No	2 days	.25	None
Music CDs: All collections <i>5 per day, 10 maximum at a time</i>	Yes	14 days	.25	5 days

**Book drop** A drive-up, after-hours return slot is located on the south side of the library building, along the alley. Please return materials by midnight of their due date to avoid overdue charges. **PLEASE RUBBER-BAND FRAGILE CASES** for DVD, Blu Ray, music CDs, and audio books to prevent damage when using the book drop.

**Maximum overdue fine** The maximum overdue fine for any one item is \$5.00.

**Renewal of library materials** Most library materials can be renewed once, as long as another patron has not reserved them. You may renew in person, or by using your online account. We cannot accept renewal of library materials by phone or email.

**Inclement weather** In case of bad weather, please plan accordingly. We do not extend loan periods based upon weather conditions. Be prepared to pay overdue charges if inclement weather prevents you from returning items on time.

**Exceeding the grace period** After the grace period, a daily fine is charged for each item *starting from the day it was due*. If you exceed the grace period, you must pay fines from the original due date.

**Linked accounts for minors** Each minor's account is linked to a parent or legal guardian who assumes financial responsibility. Services are blocked for ALL linked parties when ONE cardholder in the group accumulates fines of \$5.00 or more, or when any borrowed item is overdue 60 days or longer. When a cardholder reaches age 18 with earlier fines in his account, the parent or legal guardian remains responsible for the earlier fines.

Video borrowing privileges for minors must be pre-approved with the responsible adult's signature. See the library card application form for details.

**Vacation extensions** Patrons with travel plans may request a vacation extension, doubling the loan period for up to 7 audiobooks. Please alert library staff before they scan the barcodes! This special accommodation assumes the audiobooks are not new releases; not waitlisted.

<b>Equipment Loans</b>	<b>Renewals</b>	<b>Loan Period</b>	<b>Deposit</b>
16mm Projector with reel	Yes	3 days	\$20.00
Amplifier	Yes	3 days	\$20.00
Beseler artist's opaque projector	Yes	3 days	\$20.00
Blu Ray/DVD player	Yes	3 days	\$20.00
Cassette player-recorder	Yes	14 days	\$20.00
Digital camera	Yes	14 days	\$20.00
DLP projector	No	3 days	\$250.00
Easel	Yes	3 days	\$20.00
Microphone, hand held	Yes	3 days	\$20.00
Microphone stand	Yes	3 days	\$20.00
Overhead transparency projector, portable	Yes	3 days	\$20.00
Overhead transparency projector, for use in library only	Yes	3 days	\$20.00
Portable mic system	Yes	3 days	\$20.00
Portable PA system	Yes	3 days	\$20.00
Projector screen	No	3 days	\$20.00
Record player turntable	Yes	3 days	\$20.00
Slide projector w/extra carousel	Yes	3 days	\$20.00
Telesensory reader-magnifier	Yes	14 days	\$250.00
Typewriter, portable (in-house use only)	No	1 day	N/A
VIP Master Lens for crafts and reading	Yes	3 days	\$20.00
Video camera from FF Media Center	No	3 days	\$250.00 Check to FMC
Video tripod from FF Media Center	No	3 days	\$85.00 Check to FMC

### **Overdue fines for AV equipment**

Late returns incur fines of \$2.00 per hour, or a maximum of \$10.00 per day.

### **Renewal of borrowed equipment**

Most equipment can be renewed for one additional loan period, as long as another patron has not reserved the item during that loan period. Exceptions are noted above. Renewals can be accomplished in person or by phone. We cannot accept equipment renewals by email.

### **Parts inventory**

Equipment with multiple loose parts (such as DLP projectors) come with inventory sheets. A Library employee will take inventory at checkout, and again upon return.

### **Liability**

The person who signs the Equipment Loan form is financially responsible for borrowed equipment that becomes damaged, lost, stolen; or that is missing parts when returned.

### **Tutorials**

First-time users of a DLP projector are required to take a brief tutorial prior to checkout. The responsible party who signed the equipment loan form must attend.

## Loss or Damage

*Please notify the library, and bring parts to the front desk*

Description	Fee
Library card – lost prior to the annual renewal date*	\$2.00
Audiobook case	Varies by size
Audiobook disc	Varies by publisher
Barcode sticker	\$1.00
Book jacket	\$5.00
DVD case	\$2.00
Double DVD case	\$3.00
Artwork liner copy for DVD, music CD, or audiobook	\$ .40
Music CD – single case	\$2.00
Music CD – double case	\$3.00

\*Free of charge, we can replace your **lost or** damaged card at the time of its annual renewal.

**Damages** You will be charged for damage that occurs to library material while it is checked out on your card. Full list price will be charged for lost or damaged-beyond-use materials. Patrons have the option of working with the Adult Services Librarian to determine whether they can save money by ordering an item themselves, but it must have a specific International Standard Book Number (ISBN).

While this policy affects only a small percentage of users, it is necessary to protect public ownership and effective service of your lending library.

Other Services	Description	Fee
Fax transmissions	First page – long distance	\$2.00
Fax transmissions	First page – international (not India)	\$5.00
Fax transmissions	Additional pages	\$1.00 each
Fax transmissions	Local or toll free (800, 844, 855, 866, 877, 888)	\$1.00 total
Fax transmissions	Incoming	\$0.25/page
Copying and printing	Black and white, 8-1/2 x 11"	\$0.10/page
Copying and printing	Black and white, 8-1/2 x 14"	\$0.15/page
Copying and printing	Black and white, 11 x 17"	\$0.25/page
Copying and printing	Color, 8-1/2 x 11"	\$0.40/page
Copying and printing	Color, 8-1/2 x 14"	\$1.00/page
Copying and printing	Color, 11 x 17"	\$1.50/page
Laminating service	8" of blank film goes thru the machine. Charges include that 8" of film, plus the project length.	\$1.00/foot
Test proctoring for distance learners	Library cardholder	\$5.00/test
Test proctoring for distance learners	Non-Library cardholder	\$10.00/test