



Loan and Replacement Fee Schedule

Library Materials	Renewals	Loan Period	Replacement Fee
Books, Audiobooks, Music CDs	Yes	28 days	28 days after due date
New Books	Yes	14 days	28 days after due date
Magazines: Back issues	Yes	14 days	28 days after due date
DVD or Blu-Ray: All collections <i>5 per day, 10 maximum at a time</i>	Yes	7 days	28 days after due date
Art To Go	No	60 days	28 days after due date
Equipment	Varies	See Equipment Schedule	28 days after due date
Interlibrary loans	Varies	Varies	28 days after due date

Book drop

An after-hours drive-up return slot is located on the south side of the library building, along the alley.

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.

Linked accounts for minors

Replacement fees will be the responsibility of parents and legal guardians for minors with "Full-Access" accounts. Minors with Juvenile Quick Cards will be responsible for their own fees. Services are blocked for all linked parties when one cardholder in the group accumulates lost fees of \$10 or more. When a cardholder reaches age 18 with earlier fees in their account, the parent or legal guardian remains responsible for the earlier lost fees.

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.

Equipment Loans	Renewals	Loan Period	Deposit
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
Laptop, Dell Rugged	No	3 days per household, with 4 days between	\$150.00
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	28 days	\$250.00
Typewriter, portable (in-house use only)	No	1 day	N/A
VHS player	Yes	3 days	\$20.00
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

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 Damages

You will be charged for damage that occurs to library materials while they are checked out to your account. Full list price is charged for lost or damaged-beyond-use materials. Patrons have the option of working with the Adult Services Specialist to determine whether they can save money by ordering items themselves, but they must be the same edition and format as the lost or damaged items.

The cost of a replacement library card is \$2.00. Free of charge, we can replace your lost or damaged card at the time of its annual renewal.

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, 888, 877, 866)	\$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

Revised 11-21-22

Revised 1-16-23