



## Loan and Replacement Fee Schedule

Library Materials	Renewals	Loan Period	Long Overdue Lost Replacement Fee
DVD or Blu-Ray (Limit of 10 total checkouts at a time), Periodicals	Yes	7 days	28 days after due date
New Books, Video Games, Board Games	Yes	14 days	28 days after due date
Books, Audiobooks, Music CDs, New Youth Services Materials	Yes	28 days	28 days after due date
Art To Go	No	90 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. Borrowers may renew in person, by phone, or through your online account.

### 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 responsible parties when one cardholder in the group accumulates replacement 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.

### Loss or Damages

Borrowers are responsible for any damage to library materials while items are checked out on their account. Items are automatically billed and marked as "Long Overdue Lost" 28 days after the due date, and replacement costs are applied. If materials are returned before a replacement copy is purchased, replacement charges may be waived. Materials that are lost or damaged beyond use will be billed at full list price. For questions or to discuss replacement costs, borrowers are encouraged to speak with Adult Services or Youth Services staff.

<b>Equipment Loans</b>	<b>Renewals</b>	<b>Loan Period</b>	<b>Deposit</b>
Blu-Ray/DVD player	Yes	7 days	None
Cassette player-recorder	Yes	7 days	None
Dell Rugged laptop	No	7 days	\$150
Digital cassette converter & recorder	Yes	7 days	None
Easel w/ pegs & crossbar	Yes	7 days	\$20
FPL HandyCAM tripod	Yes	7 days	\$20 Check to FMC
HD digital projector	Yes	7 days	None
HDMI cable 6 feet or 10 feet	Yes	7 days	None
Microphone stand	Yes	7 days	None
Overhead transparency projector, portable	Yes	7 days	\$20
Overhead transparency projector, portable - In-house use only	No	In-house use	None
Portable CD radio	Yes	7 days	\$20
Portable video player	Yes	7 days	None
Portable PA system, stand and Bluetooth microphones	Yes	7 days	None
Projector screen	Yes	7 days	\$20
Record player turntable	Yes	7 days	\$20
Ruby handheld video magnifier	Yes	7 days	\$20
Slide projector w/ extra carousel	Yes	7 days	\$20
Sony HandyCam	Yes	7 days	\$50 check to FMC
Telesensory reader-magnifier	Yes	28 days	\$250
Ultralink wireless microphone	Yes	7 days	None
Video2Digital converter	Yes	7 days	None

### 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.

Other Services	Description	Fee
Fax transmissions	First page – long distance	\$1.00 / 50¢ per additional
Fax transmissions	First page – international (not India)	\$5.00 / \$1.00 per additional
Fax transmissions	Local or toll free (800, 888, 877, 866)	\$1.00 total
Fax transmissions	Incoming	25¢ per page
Copying and printing	Black and white, 8-1/2 x 11"	10¢ per page
Copying and printing	Black and white, 8-1/2 x 14"	15¢ per page
Copying and printing	Black and white, 11 x 17"	20¢ per page
Copying and printing	Color, 8-1/2 x 11"	50¢ per page
Copying and printing	Color, 8-1/2 x 14"	80¢ per page
Copying and printing	Color, 11 x 17"	\$1.00 per page
Laminating service	8" of blank film goes thru the machine. Charges include that 8" of film, plus the project length.	\$1.00 per foot

Approved by Fairfield Public Library Trustees 4-20-2026