

**OTTUMWA PUBLIC LIBRARY
POLICY AND PROCEDURE**

Name of Policy: **FINE AND FEE POLICY**

Purpose: To set a standard fee schedule for overdue, lost/damaged materials, library cards, fax, microfilm copy, photocopy, computer copy and genealogy requests.

Procedure:

1. A standard three (3) day grace period will be allowed on all loan items.
2. All materials returned after the check out period and grace period will be charged the following fines:

Adult Materials		
Fines	Per Day	Maximum
<u>Books</u>	<u>\$.10</u>	<u>\$3.00</u>
<u>Magazines</u>	<u>\$.10</u>	<u>\$1.00</u>
<u>Audiocassettes</u>	<u>\$.10</u>	<u>\$3.00</u>
<u>Compact Discs</u>	<u>\$.10</u>	<u>\$3.00</u>
<u>Videocassettes</u>	<u>\$.25</u>	<u>\$3.00</u>
<u>DVDS</u>	<u>\$.25</u>	<u>\$3.00</u>

Children's Materials		
Fines	Per Day	Maximum
<u>Books</u>	<u>\$.05</u>	<u>\$3.00</u>
<u>Magazines</u>	<u>\$.05</u>	<u>\$1.00</u>
<u>Audiocassettes</u>	<u>\$.05</u>	<u>\$3.00</u>
<u>Compact Discs</u>	<u>\$.05</u>	<u>\$3.00</u>
<u>Videocassettes</u>	<u>\$.25</u>	<u>\$3.00</u>
<u>DVDS</u>	<u>\$.25</u>	<u>\$3.00</u>

Lost and Damaged Items

<u>Fines</u>	<u>Fee</u>
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All Materials	Replacement Cost
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(Note: In the event a replacement cost cannot be established, a default replacement cost – averaged by collection – shall be used.)

3. Overdue, damaged and lost materials will be charged to the patron's library card that checked out the materials.
4. Materials borrowed from other libraries for Ottumwa Public Library patrons are subject to the rules and regulations of the loaning libraries and any charge accrued from overdue or damaged/lost material will be charged to the patron.
5. Fines and other charges may be appealed to the Library Director and the Library Board of Trustees.

Microfilm, Fax, Computer Copy, Photocopy and Genealogy Fees

<u>Fax – Continental U.S.</u>	\$2.00 First Page <u>\$1.00 per page thereafter</u>
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<u>Fax – International</u>	\$6.00 First Page <u>\$4.00 per page thereafter</u>
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<u>Fax – Receiving</u> (Note – no charge for cover sheets)	\$1.00 Receiving Fax
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<u>Microfilm</u>	\$0.50 per exposure
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<u>Computer Copy</u>	\$0.15 per page
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<u>Colored Computer Copy</u>	\$0.50 per page
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<u>Photocopy</u>	\$0.15 per copy
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<u>Genealogy Requests</u>	\$5.00 for first page and <u>\$1.00 each additional page</u>
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Lost or Replacement Library Card

Adult and Children \$1.00

6. Fees may be adopted or changed only by the Library Board of Trustees.

Date Revised: 8 December 2008

By: Ottumwa Public Library Board of Trustees