

## **FINES AND FEES**

The Library Board reviews and sets schedules of fines and fees. These generally include the following:

- finer for overdue materials (annually)
- charges for lost or damaged materials (annually)
- photocopier, printing and fax charges
- interlibrary loan charges
- janitorial set-up fees

Adopted 8/96  
Revised 6/22/09

**JEFFERSON-MADISON REGIONAL LIBRARY**  
**CIRCULATION POLICIES**  
**(Effective July 2009)**

**Fines**

Most items	\$ .10 per day
DVDs, interlibrary loans	1.00 per day
Audio books, rental and electronic books	.50 per day
Maximum fine per items	5.00
Maximum fine per item for interlibrary loans, rental and electronic books	25.00
Maximum fine if paid in full	25.00

**Replacing Lost or Damaged Materials**

Most in-print materials	List Price
Magazines	\$ 3.00
Volumes, video cassettes or DVDs in sets	15.00 per item
Most out-of-print materials	15.00
Out-of-print fiction paperbacks	5.00
Out-of-print audio books or replacement part	7.00 per item
Out-of-print music CDs or replacement part	10.00 per disc

**Special Notice**

- Most materials circulate for three weeks. DVDs and rental books circulate for one week.
- Materials may be renewed one time if there are no outstanding holds.
- Materials may be checked out on a vacation loan for six weeks. DVDs, rental books and items with outstanding holds are not eligible. Vacation loans are not eligible for renewal.
- Per patron limits: DVDs: 5
- An additional five-dollar (\$5.00) nonrefundable service fee will be charged on lost or damaged items. If lost and paid items are returned in good condition within three months of payment, the replacement fee will be refunded.
- Accounts with items 45 days overdue or fines of \$25.00 or more will be given to a collection agency and a \$10.00 collection fee will be added to the account.

Adopted 6/22/09