

PORTAGE DISTRICT LIBRARY

FINES & FEES/USAGE POLICY

1. General Fines

- A. The fine for any overdue non-Hot Pick book, audio disc, or magazine is 10¢ per day per item, with a maximum fine of \$5.00 per item and return of materials.
- B. The overdue fine for non-Hot Pick DVD collection items is \$0.50 per day per item with a maximum fine of \$5.00 per item and return of materials.
- C. The overdue fine for Hot Pick and other special collection items is \$1.00 per day per item with a maximum fine of \$10.00 per item and return of materials.
- D. After \$25.00 in total fines is accumulated, the member will be denied borrowing privileges until the fine is paid.
- E. A final invoice is sent to the member after two months and before six months, stating the amount due and informing the member of revoked privileges until such time as the fine is paid and/or the material is returned. The notification process may be accelerated for audio-visual materials and equipment, or high demand items.
- F. The Library may institute legal proceedings for recovery of materials that are overdue.

2. Lost or Damaged Item Fees

- A. All lost or damaged material, except for magazines, are charged at replacement/retail value. A default price of \$20.00 will be used as the replacement cost if no retail value is available. Incidental damage caused by normal use will be repaired without charge.
- B. Magazines are charged at replacement/retail value or \$5.00, whichever is greater.
- C. DVD, CD or console game discs that are returned without their library case and/or accompanying material will be assessed a processing fee of \$5.00.
- D. Replacement cost for a single talking book disc is \$10.00 when available. Single replacement discs are not available from all vendors; some companies charge replacement cost for the entire set, especially on MP3 format discs. The total replacement cost will be assessed when single discs are not available.
- F. All lost or damaged pieces from kits will be charged at replacement/retail value or \$10.00, whichever is greater.
- G. There is an additional \$5.00 processing fee per lost or damaged item which is assessed to defray the cost of preparing replacement items for library use. The processing fee is not charged for magazines.
- H. Refunds will not be given for lost material that has been paid for, regardless if it is returned to the collection.

3. Room Rental Fees

Rooms are to be booked on a first-come, first-served basis in two-hour blocks of time, and may be reserved a maximum of two months in advance. Room access will be denied if payment is not received prior to the start of the rental period.

SINGLE ROOM RENTAL PRICES are as follows per two-hour block:

Meeting Room	Rental Rate	501-C3/Gov. Rental Rate
Austin Lake Room	\$55.00	\$25.00
Sugarloaf Lake Room	\$50.00	\$20.00
West Lake Room	\$50.00	\$20.00
Gourdneck Lake Room	\$30.00	\$15.00
Long Lake Room	\$20.00	\$10.00

COMBINED ROOM RENTAL PRICES are as follows per two-hour block:

Meeting Room Combinations	Rental Rate	501-C3/Gov. Rental Rate
Austin Lake + Sugarloaf Lake + West Lake Rooms	\$155.00	\$ 65.00
Austin Lake Room + Sugarloaf Lake Room	\$105.00	\$ 45.00
Sugarloaf Lake Room + West Lake Room	\$100.00	\$ 40.00
Gourdneck Lake Room + Long Lake Room	\$ 50.00	\$ 25.00

Exceptions to these meeting room rental charges may only be granted by the Library Director.

[Note: Refer to the "Community Meeting Rooms Policy" for more details.]

4. Photocopy /Printout/Faxing/Scanning Fees

A fee of 10¢ per printed side of a page will be charged for greyscale photocopies and printouts. A fee of 75¢ per printed side of a page will be charged for color printouts.

Faxing will be charged \$1.00 for each page scanned to FAX. No charge will be assessed for scanning pages to email or electronic storage.

5. Interlibrary Loan Fee

There is no charge to members for interlibrary loan borrowing fees under \$5.00. However, members will be required to pay for any special borrowing charges over \$5.00.

Any interlibrary loaned items that are returned late are subject to the same overdue fines as library owned material. Members who have long overdue interlibrary loaned items or \$25.00 or more in fees charged to their account will be blocked from interlibrary loan services.

Long overdue or non-returned items will be charged as lost in accordance with MeL Policy as set by the Library of Michigan. Once the library pays for a lost item, the member is responsible for the replacement cost. No refunds are available.

6. Returned Check Fee

There is a fee for any returned checks written to the Portage District Library. The fee shall be assessed in the exact amount which the Library is charged by its current Bank for the processing of such items.

7. Laptop Computer Usage & Fines

- A. Laptop computers will be offered to members for use within the library only for a loan period of two hours.
- B. After the second hour of use, there will be an automatic overdue charge of \$10.00 per hour or part of an hour if the laptop is not returned or renewed. The maximum overdue fine is \$100.00 for a single laptop that is returned completely and without damage.
- C. Reserves may be made when all laptops are in use and will not be subject to a reserve fee.
- D. Removal of laptop computers from the library building will be considered theft. Laptop use privileges will be revoked.
- E. Damage to the laptop or loss of additional equipment will result in charges for repair or replacement.

8. Telescope Usage & Fines

- A. Orion Starblast Telescope kits will be offered for specific booking periods to resident and paying non-resident members. All bookings will be set to start on Wednesday and end on Monday.
- B. If the kit is returned after the six day period of the booking, there will be an automatic late charge of \$10.00 per day or part of a day that the kit is late. The maximum overdue fine is \$100.00 for a single telescope kit that is returned completely and without damage.
- C. Failure to comply with usage procedures may result in the loss of use privileges for this equipment.
- D. Damage to the equipment or loss of additional kit material will result in charges for repair or replacement.

9. Checkout, Reserve and Service Limits

- A. Members are limited to 5 movies from non-Hot Pick collections and 5 movies from juvenile DVD collections. Those who are over the age of 18 years of age can check out an additional 5 non-Hot Pick movies that have an "R" rating. Similar limits may be set for other special collections.
- B. Members are limited to 10 non-Hot Pick music titles that can be checked out at one time. Similar limits may be set for other special collections.
- C. Resident and paying non-resident members may reserve up to 25 items total at one time; reciprocal borrowers may only reserve 5 items total at one time. Hot Pick collections cannot be reserved.
- D. Two renewals are allowed for items that are not in demand. Items with reserves, Hot Pick collections, and other high demand or special collections are not renewable.
- E. A limit of 2 items from each Hot Pick item category (books, movies, music, and games) can be checked out at one time. Hot Pick movie and music titles are in addition to checkout limits set for other movie and music titles.
- F. Hot Pick collections are limited to use by resident and paying non-resident members.
- G. Premium services including, but not limited to, Interlibrary Loan, Favorite Authors, ebook or audio downloads, and other online media services are limited to resident and paying non-resident members.