



# GLENCOE PUBLIC LIBRARY

## SCHEDULE OF FEES, FINES AND LOAN PERIODS

### Photocopy and Printing Fees

Photocopy machine	\$0.10 per page (b&w)
	\$0.25 per page (color)
Scanned documents to email or memory stick	No charge
Microform printer	\$0.10 per page
Printouts from computers	First three pages at no cost; \$0.10 per page thereafter (b&w)
	First three pages at no cost; \$0.25 per page thereafter (color)

### DVD/Blu-ray Fees, Fines and Loan Periods

Type	Fee	Overdue Fine	Maximum Fine	Loan Period
New Entertainment/Features	\$1.00 per title	\$1.00 per day	\$10.00	1 week
Other Entertainment/Features Film Classics Foreign Language films 7-Day Series Documentaries Performing Arts videos New Informational videos	No charge	\$1.00 per day	\$10.00	1 week
Other Informational videos 14-Day Series	No charge	\$1.00 per day	\$10.00	2 weeks
All Children's Entertainment/Features	No charge	\$1.00 per day	\$10.00	1 week

### Books and Other Materials' Fines and Loan Periods

Material	Overdue Fine	Maximum Fine	Loan Period
Best Sellers	\$0.10 per day	\$10.00	1 week
New Fiction and Non-fiction	\$0.10 per day	\$10.00	2 weeks
All Other Books	\$0.10 per day	\$10.00 (Adult) \$2.00 (Children's)	3 weeks
Audio Books and Playaways	\$0.10 per day	\$10.00 (Adult) \$2.00 (Children's)	3 weeks
Magazines	\$0.10 per day	\$1.00	1 week
Music Compact Discs	\$0.10 per day	\$10.00 (Adult) \$2.00 (Children's)	2 weeks
Rokus	\$1.00 per day	\$30.00	2 weeks
eReaders	\$1.00 per day	\$30.00	3 weeks
STEM Kits	\$1.00 per day	\$10.00	2 weeks
Device Charger	\$1.00 per hour	\$5.00	2 hours
Children's MacBook (in-library use only)	\$1.00 per hour	\$30.00	1 hour
Children's iPad (in-library use only)	\$1.00 per hour	\$30.00	2 hours
Mini-projectors	\$5.00 per day	\$100.00	1 week
Laptops (in-library use only)	\$5.00 per hour	\$240.00	4 hours
Kill-a-Watt Meter	\$0.10 per day	\$10.00	1 week

- Rokus, eReaders, STEM kits, mini-projectors and laptops are restricted to Glencoe Public Library cardholders.
- The Children’s Department MacBook is restricted to Glencoe junior high students.
- Materials cannot be renewed if holds have been placed by other library patrons.
- If a patron’s library card has accrued fines of \$10.00 or more, the cardholder will be unable to check out, renew, or place holds on library materials.

**Lost and Damaged Materials**

A patron who loses or damages library materials will be charged the replacement cost plus a processing fee of \$5.00. Accrued fines are waived.

**Interlibrary Loan**

Charges for interlibrary loans and photocopies that are assessed by the lending library and will be passed on to Library patrons.

**Non-Resident Fee**

An individual or family living in an unincorporated area may purchase a library card at the cost of \$781.55. This enables the individual or family to full lending privileges for the period of one year.

Adopted	
Reviewed	
Revised	May 2002; October 2009; July 2011; May 2012; May 2013; July 2014; November 2015; February 2016; January 2017; January 2018; May 15, 2018