



SCHEDULE OF FEES, FINES AND LOAN PERIODS

Photocopy and Printing Fees

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| 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 |
| Google Chromebooks (in-library use only) | \$5.00 per hour | \$175.00 | 4 hours |

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|--------------------------|----------------|---------|---------|
| Kill-a-Watt Meter | \$0.10 per day | \$10.00 | 1 week |
| Google Cardboard viewers | \$1.00 per day | \$10.00 | 2 weeks |

- Rokus, eReaders, STEM kits, mini-projectors, Chromebooks, laptops and Cardboard viewers 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.

The Library will not accept copies purchased by patrons to replace lost or damaged library materials.

Interlibrary Loan

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

The Library will notify the patron of any interlibrary loan charge prior to placing the request.

Non-Resident Fee

Any household living in an unincorporated area of the Village of Glencoe or Illinois resident residing in an area without public library service and the Glencoe Public Library is closest to the resident’s home may purchase a non-resident library card at the cost of \$807.89. This enables the individual or family to full lending privileges for the period of one year.

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| 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; May 22, 2019 |