



SCHEDULE OF FINES, FEES, AND LOAN PERIODS

Fines

Effective January 1, 2021, the Glencoe Public Library (Library) will no longer charge patrons fines for overdue items. Checked-out items will continue to have due dates, and the Library will continue to send notices when items are due. Items past due 45 days will be considered lost, and the patron will be billed the purchase cost plus a \$5.00 processing fee for each item.

All fees will be waived upon return of overdue items.

Fees

Replacement

Patrons will be charged the purchase cost plus a \$5.00 processing fee for each lost or damaged item. The Library does not accept replacements for lost or damaged items.

Interlibrary Loan

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

Photocopy, Printing, Scanning

Photocopy machine	\$0.10 per page (b&w) <u>\$0.25 per page (color)</u>
Microform printer	<u>\$0.10 per page</u>
Print from computer	First 3 pages free; \$0.10 per page thereafter (b&w) <u>First 3 pages free; \$0.25 per page thereafter (color)</u>
Scanning to email or memory stick	<u>No charge</u>

Nonresident library card

The Glencoe Public Library uses a general mathematical formula provided by the Illinois State Library to calculate its nonresident library card fee. Per the Illinois State Library, the nonresident library card fee cannot be any less than and should approximate the cost paid by residents.

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 Library is closest to the resident's home, may purchase a nonresident library card at the cost of \$792.43. This enables the individual or family to full lending privileges for the period of one year.

Loan Periods

<u>Book</u>	<u>3 weeks</u>
<u>New book</u>	<u>2 weeks</u>
<u>Best seller book</u>	<u>1 week</u>
<u>Magazine</u>	<u>1 week</u>
<u>Audio book/Playaway</u>	<u>3 weeks</u>
<u>EReader</u>	<u>3 weeks</u>
<u>Music CD</u>	<u>2 weeks</u>
<u>Roku</u>	<u>2 weeks</u>
<u>STEM kit</u>	<u>2 weeks</u>
<u>Mini-projector</u>	<u>1 week</u>
<u>Kill-a-Watt meter</u>	<u>1 week</u>

Materials cannot be renewed if holds have been placed by other library patrons.

In-building Use

<u>Chromebook</u>	<u>4 hours</u>
<u>Laptop</u>	<u>4 hours</u>
<u>Device charger</u>	<u>2 hours</u>
<u>iPad*</u>	<u>2 hours</u>

*available in the Children's Department

Adopted	
Reviewed	
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