



## GLENCOE PUBLIC LIBRARY

### SCHEDULE OF FINES, FEES, AND LOAN PERIODS

#### **Fines**

The Glencoe Public Library (Library) does not charge patrons fines for overdue items. Checked-out items have due dates, and the Library sends electronic notices when items are due. Patrons are charged the purchase price plus a \$5.00 processing fee for all items kept longer than six (6) months from the due date. No fees apply for items returned within six (6) months.

#### **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>
<u>Microform printer</u>	<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>
<u>Scanning to email or memory stick</u>	<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 non-resident library card at the cost of \$827.22. 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>New DVD/Blu-ray video</u>	<u>1 week</u>
<u>Audio book/Playaway</u>	<u>3 weeks</u>
<u>EReader</u>	<u>3 weeks</u>
<u>DVD/Blu-ray video</u>	<u>2 weeks/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>Power bank</u>	<u>2 hours</u>
<u>Device charger</u>	<u>2 hours</u>
<u>iPad*</u>	<u>2 hours</u>

\*available in the Children's Department

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