



## GLENCOE PUBLIC LIBRARY

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

#### **Fines**

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

#### **Fees**

##### *Replacement*

Patrons will be charged the price that the Library paid for the item 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) \$0.25 per page (color)
Microform printer	\$0.10 per page
Print from computer	First 3 pages free; \$0.10 per page thereafter (b&w) First 3 pages free; \$0.25 per page thereafter (color)
Scanning to email or memory stick	No charge

##### *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, for which the Library is closest to the resident's home, may purchase a non-resident library card at the cost of \$865.30. This enables the individual and family members 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

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; May 20, 2020; November 18, 2020; November 17, 2021; November 16, 2022