



GLENCOE PUBLIC LIBRARY

SCHEDULE OF FINES, FEES, AND LOAN PERIODS

Fines

The Glencoe Public Library (Library) does not charge patrons fines for overdue items.

Fees as Penalties

Overdue Items

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.

Lost or Damaged Items

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.

Fees for Services and Resources

Interlibrary Loans

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

Resident Library Card

All residents of Glencoe who are at least four years old are eligible for a free library card. A resident applying for a library card must present photo identification and proof of a home address in Glencoe; provided, however, a minor who is unable to present photo identification may apply for a library card if accompanied by his/her/their parent or guardian. For persons under 14 years of age, the application must be signed by his/her/their parent or guardian as well as the applicant.

Nonresident Library Card

In accordance with the Illinois Revised Statutes, the Library shall charge a nonresident family card fee at least equal to the cost paid by the residents of the Village of Glencoe, with

the cost to be determined annually according to the formula established by the Illinois State Library.

The current nonresident library card fee is \$901.19 which entitles the individual and family members to full lending privileges for the period of one year.

Loan Periods

Checked-out Items

New book	2 weeks
Best seller book	1 week
Other books	3 weeks
Magazine	1 week
New DVD/Blu-ray video	1 week
Other DVD/Blu-ray video	2weeks/3weeks
Audio book/Playaway	3 weeks
Music CD	2 weeks
STEM kit	2 weeks

Library of Things (EReaders, Rokus, etc.) 2, 3, or 4 weeks

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

In-building Use

Laptop	4 hours
Power bank	2 hours
Device charger	2 hours
Launchpad*	2 hours

*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; November 15, 2023