



## GLENCOE PUBLIC LIBRARY

### SCHEDULE OF FEES AND LOAN PERIODS

#### Fees for Physical Items Owned by the Glencoe Public Library (Library)

##### *Items Long Overdue*

Patrons are encouraged to return checked-out items within the loan periods specified below. If an item is not returned within six months, the patron will be charged the replacement cost for the item, plus a \$5.00 processing fee for each item.

Patrons will be responsible for the replacement cost of Library of Things items, plus a \$5.00 processing fee for each item not returned within three months of the checkout date.

##### *Items Lost or Damaged*

Items that have been lost or returned to the Library in damaged condition will result in the patron being charged the replacement cost for the item, plus a \$5.00 processing fee for each item.

#### Fees for Services and Resources

##### *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 and faxing	No charge

##### *Resident Library Card*

All residents of Glencoe 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 \$1,016.99 which entitles the individual and family members to full lending privileges for one year.

#### Interlibrary Loans

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

**Loan Periods**

*Checked-out Items*

<u>New book</u>	<u>2 weeks</u>
<u>Best seller book</u>	<u>1 week</u>
<u>Other books</u>	<u>3 weeks</u>
<u>Magazine</u>	<u>1 week</u>
<u>New DVD/Blu-ray video</u>	<u>1 week</u>
<u>Other DVD/Blu-ray video</u>	<u>2weeks/3weeks</u>
<u>Audio book/Playaway</u>	<u>3 weeks</u>
<u>Music CD</u>	<u>2 weeks</u>
<u>STEM kit</u>	<u>2 weeks</u>
<u>Library of Things (EReaders, Rokus, etc.)</u>	<u>2, 3, or 4 weeks</u>

The abovementioned items may be renewed upon expiration of the applicable loan period unless a hold has been placed by another library patron.

*In-building Use*

<u>Laptop</u>	<u>2 hours</u>
<u>Power bank</u>	<u>2 hours</u>
<u>Device charger</u>	<u>2 hours</u>
<u>Launchpad*</u>	<u>2 hours</u>

\*available in the Children's Department

Adopted	
Reviewed	
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