

BONDURANT COMMUNITY LIBRARY



FEES POLICY

The Library wishes to make materials available in a timely manner to all of its patrons. In order to ensure that items are returned to the library for the enjoyment of all, the library assesses the following:

Fees

A fee will be assessed for damaged and lost library materials or equipment. The cost assessed to the borrower will be determined on a case-by-case basis by the Library staff. The cost assessed will reflect the actual direct and indirect costs incurred in the repair or replacement of the item, as well as \$5.00 processing fee.

Photocopy and computer Printing Services

Printing is 10 cents per page (1 and 2 sided copies) of black and white printing and 25 cents per page (1 and 2 sided copies) of color printing. The fee may be waived for the first 10 pages of black and white printing and 5 pages of color printing for homework or reference printing. Copyright Laws will apply.

Faxing Services

Faxing services are offered at \$1.00 for the first page and \$0.75 for each additional pages. A fee of \$0.25 per page will be charged for patrons to receive faxes.

Disc Buffing Services

To repair a disc for the general public the charge will be \$3.00 per disc.

Headphones

Headphones for all equipment may be purchased from the library for patron use. Headphones will not be provided by the library for equipment.

Laminating

The Laminator will be available for patron use, with staff assistance, during normal library hours. The following rate will apply: \$1.00 per 8" X 10" sheet laminated; \$0.50 for 2" x 4" sheet.

Scanner

There will no charge for use of the scanner, just appropriate costs of printing items that have been scanned.

Notary Services

Notary Services are offered at \$5.00 per notary session. Notary services are available when the notary is on duty. Patrons are encouraged to make appointments for this service.

Overdue Material

Patrons are instructed on length of time materials may be used.

Materials returned in the book drop after closing are considered returned the next day the library is open.

Payment Options

Payment of library fees may be made in cash, check or on-line payment through the City of Bondurant's payment processing system. All city processing fees apply. Patrons may be assessed a service charge for returned checks. Both the service charge and the returned check amount are payable only in cash or money order.

Adopted by the Bondurant Community Library Board of Trustees

9/1993, Reviewed 5/1995, 2/2008

Revised: 1/2003, 1/2008, 3/2012, 2/2015. 11/2017, 10/2018, 10/2020