



Library Fines and Fees Policy

Adopted: 07/13/17

Revised: 8/09/2018

Reviewed and Approved: 5/14/2020

The Walworth-Seely Public Library offers several services to the patrons and community. Because of the cost incurred for the materials and wear/tear on machines, some services have a minimal fee associated with each use. Please refer to the attached schedule for the current fines/fees. This schedule will be reviewed on a yearly basis and be updated as necessary.

2018-2019 Approved Loan Period, Renewals and Fines

| Item Type | Loan Period & Renewals allowed | Fines (\$10 max for all items) |
|------------------------------------------------------------------------------|--------------------------------|-----------------------------------|
| All materials <i>(not otherwise listed below)</i> | 3 weeks 2 renewals | \$.20 per day |
| Video Games <i>(limit 3 per checkout)</i> | 1 week 1 renewal | \$1.00 per day |
| Weekly Magazines | 1 week 0 renewals | \$.20 per day |
| DVDs <i>(limit 5 per checkout)</i> | 1 week 1 renewal | \$1.00 per day |
| DVDs TV Series <i>(limit 5 per checkout)</i> | 3 weeks 1 renewal | \$1.00 per day |
| Tablets & nook eReaders <i>(User agreement must be signed)</i> | 3 weeks 0 renewals | \$5.00 per day |
| HotSpots <i>(User agreement must be signed)</i> | 1 week 0 renewals | \$1.00 per day |
| StoryTime Bags | 1 week 1 renewal | \$1.00 per day |
| Experience Kits | 1 week 1 renewal | \$1.00 per day |



2018 - 2019 Approved Fees for Library Equipment and Services

| Service Type | Fees associated with use | Other |
|---------------------------------|--------------------------------------------------|-------------------------------------------------------------------------------------------|
| 3D Printer | \$.20 per gram Weighed prior to print | Must make an appointment |
| Copier/Printer | Charged per page/per side | Black ink only prints \$.20 per page/per side Color ink prints \$.40 per page/per side |
| Faxes | \$1.00 per page | To send or receive |
| Lamination | \$2.00 per pouch | Pouches are 8"x11" - must use library's supplies |
| Ellison Die Cut | NA | |
| In-house Laptop | NA | To be used in-house only, as available |
| VHS to DVD disc transfer | \$5.00 per use (includes cost of DVD-R and case) | Staff assist - make appointment |
| DVD Disc Cleaning | \$1.00 per disc | Staff assist - make appointment |
| Scale | NA | |
| Sewing Machines | User provides own supplies | Appointment required |