

Fines & Fees Policy

Revised by the Board of Trustees of the Lake County Public Library - 11/22/22

Lost Item Fee - A lost item is any item that has been overdue for more than 14 days or is reported lost by the borrower. The fee is calculated as the price listed in our catalog record.

Lost items may not be replaced by the patron in lieu of paying the fee. However, if the item is later found, we are happy to reimburse the lost item fee minus any overdue charges.

FEE CARD - ANNUAL CHARGE	
A Non-Resident Single User Fee card may be issued to an individual who resides outside the LCPL district upon payment of the annual fee.	\$ 50

OVERDUE FEES		
Item Type	Daily Fine	Replacement Fee
Regular Item	Fine Free	Original retail price as listed on catalog
Priority Item (Bestseller Express, DVD Express, Book Club to Go Kits, Interlibrary Loan, Video games and Tech devices)	\$1, max \$10	Original retail price as listed on catalog

OTHER FEES

Damage to Library Materials or Equipment	Cost to repair/replace	
Fax/Scanner	Self-Service Scan	\$0.05 per side
Fax/Scanner	Self-Service Fax	\$1.00 per page
Interlibrary Loans	The library will assume the postage and insurance expenses related to obtaining materials through ILL. The patron is responsible for all related handling fees such as microfilm rental and copy fees.	
Meeting Room Rentals	Refer to Public Meeting Room Use Policy	
Meeting Rooms	Cleanup of Meeting Room(s) and/or Kitchen (when applicable)	\$25.00
NSF Check	Bank fee	Vendor's Charge
Photocopier (11 x 17)	Self-service photocopy - Black & White	\$0.25 per page
Photocopier (8.5 x 11)	Self-service photocopy - Black & White	\$0.10 per side
	Self-service photocopy - Color	\$0.25 per side
Photocopies (Mailed)	Mailed copies	Copy cost plus postage
Printing	\$0.05 per page	

Damages To Library Material	Fee
Barcode, defaced or missing	\$1.00
CD insert, missing	\$2.00
CD jewel case, missing or damaged through negligence (plus barcode, if necessary)	\$2.00
DVD/video box	\$5.00
Label(s), damaged or defaced	\$1.00 each
Magazine envelope	\$1.00

Revised 10/27/94

Revised 12/30/97

Revised 04/22/99

Revised 05/25/00

Revised 06/24/08

Revised 05/24/12

Revised 1/1/16

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Revised 4/29/21

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