

Wells Branch Community Library District Fines and Fees Policy

The Wells Branch Community Library offers membership and many programs at no fee. The following charges, however, may apply.

- Fees that reach \$5 for a household will block all members of that household from material check-out and computer use until the entire fee is paid.
- A first library card is free of charge. Replacement cards carry a \$2 fee to cover materials and staff time for processing.
- Interlibrary Loan requests carry a fee of \$2.50 for shipping and handling
- Items which are lost or damaged must be compensated. The replacement cost is equal to the cost to purchase a new copy of the material plus a \$5 processing fee. Patrons may not purchase a replacement item in lieu of these fees.
- The library staff will administer proctored exams for distance students at the rate of \$20 for a single exam or \$50 for three exams during one semester.
- Faxes can be sent from the library using the 24fax machine. All fees and costs are paid directly to 24fax by the patron via debit or credit card.
- Overdue items incur a daily charge per item. Print materials are 25 cents per day. Audio materials, including audio books and music, are 50 cents per day. AV materials, such as DVDs, are \$1 per day. Maximum fine information is available in the circulation policy.
- Use of the public access computers is free. Printing, when available, is 10 cents per page for black and white, one-sided pages, \$1 per color, one-sided page. Patrons are encouraged to utilize a 'print preview' feature before printing to ensure that they are printing only what they want.
- The library has a black and white photocopier available for patron use. Copies are 8.5x11 inches and cost 10 cents per page. Double sided pages are 15 cents per page.
- Some special programs that involve extensive supplies, special guests, after hours openings, or foods may require an attendance fee. Regular story time and reading programs do NOT incur a fee.
- Meeting rooms are available for rental according to the Meeting Room Policy, available at the library or on our website.
- Payments made by credit or debit card will be assessed a \$1 service charge.
- Returned checks will incur an additional \$25 fee.
- The library cannot provide or sell consumable office supplies to patrons.