

## 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, digital access, and computer use until the entire fee is paid.
- Fines are not refundable.
- 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.
- Patrons can use the library document station to send a fax for 25 cents per page.
- 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 page and 50 cents per page for 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. There is no refund for unwanted printing.
- Patrons can make photocopies by scanning items into the document station and printing them. These pages carry the same cost as printing from the computers. There is no cost to scan an item into a digital storage device or email.
- Some special programs that involve extensive supplies, special guests, after hours openings, or foods may incur a fee. Regular story time and reading programs do NOT incur a fee.
- Payments made by credit or debit card will be assessed a \$1 service charge.
- Returned checks will incur an additional \$35 fee.
- The library cannot provide or sell consumable office supplies to patrons.