

FEES POLICY

1. **Suspension of Services:**

Cardholders must have an account in good standing to borrow materials. A library card in good standing is one with fees totaling less than \$10.00. If the account is over \$10.00, it must be paid in full to be considered in good standing and with no suspensions due to abuse of library materials or policy.

2. **Overdue Materials:**

Carnegie-Stout Public Library does not charge fines for overdue materials; however, accounts with items overdue by seven (7) or more days will be frozen until all items are returned or paid for in the case of loss or damage.

3. **Lost Materials:**

- A. The borrower will be charged the retail price rounded up to the nearest dollar for all lost or damaged material.
- B. The borrower will be charged a flat fee of \$7.50 for processing for magazines and periodicals.

4. **Damaged Materials:**

- A. The borrower will be charged the cost of repair and packaging if needed, for damaged items that can be salvaged. An estimate of the charge will be given to the borrower.
- B. The Circulation Manager, or the selector, determines whether an item has been damaged and to assess damages.

5. **Irreparably Damaged Materials:**

Materials returned in such condition that they cannot be repaired are charged the same as for lost materials. The borrower may keep the damaged item in these instances.

6. **Lost Card Replacement:**

\$2.00 for a replacement card.

7. **Non-Resident Library Cards:**

- A. Residents of Dubuque County and outside of the County in Iowa may receive services from the Carnegie-Stout Public Library through Open Access or through a Contract for Library Services, which their individual community will enter into with the Agency of Dubuque County Libraries (see Circulation Policy).
- B. Persons residing outside the city limits of Dubuque, but in the state of Iowa, who are otherwise not eligible for borrowing privileges through Open Access or by contract with the Agency may not purchase a library card.
- C. Persons who are eligible for loans through Open Access and out of state residents may purchase additional library services as outlined:
 - 1) Silver level, \$75.00 - offers the ability to place reserves on materials and access to eleven information databases.
 - 2) Gold level, \$125.00 - offers all of the silver level with access to an additional six databases.
 - 3) Platinum level, \$175.00 - provides the same full service as a Dubuque resident.

The cost for all levels represents a household regardless of size.

- D. Temporary guest cards will be issued for visitors to the community. The fee for this card is \$10.00 and is valid for 30 days. See the Circulation Policy for limitations to this card.
- E. Cards are available for Internet use only at a cost of \$13 for three months.

8. **Institutional Cards:**

- A. Schools – One (1) card to be kept by the school principal at no charge.
- B. Teacher cards are available at no charge to educators working in private, public schools, or childcare facilities in Dubuque and must be renewed annually.
- C. Business - There is no charge for a local business account. Out of state schools or businesses that are not eligible for borrowing privileges may purchase a non-resident institutional card for \$175.00 annually.

9. **Reserves:**

A fee of \$.50 will be charged for each reserved item not picked-up within seven (7) days of notification.

10. **Interlibrary Loan:**

- A. A fee of \$3.00 will be charged to offset postage fees for each interlibrary loan request, if borrowed from within the State of Iowa. There is a limit of three (3) items at one time.
- B. If an item is borrowed from outside of Iowa, the patron may be charged for lending institution fees.
- C. Census and genealogical microfilm - fees established by lending agencies. Ask at Reference Desk.

11. **Material Return Drops**

- A. Materials deposited in return drops are checked several times each day by library staff. All books returned after closing time will be checked in the next day the library is open to the public.
- B. A fee of \$.50 per item may be charged for materials returned in the wrong materials return box, or for items which were returned in the boxes that should have been returned in the library. The borrower may also be liable for repair or replacement costs if material is damaged due to being returned in the wrong box, or if the item should have been returned in the library (see Circulation Policy).

12. **Copy Services:**

- A. Self-service photocopiers: \$.10 per page; \$.15 for double-sided black and white copies.
- B. Self-service color copier: \$.50 per 8 ½" x 11" per page; \$1.00 for larger sizes.
- C. Self-service microfilm machines: \$.10
- D. Fax service:
 - 1) Sending a fax long distance: \$1.00 for the first page, \$.50 for each additional page per telephone number. No international faxes will be sent.
 - 2) Sending a local fax or to an 800 number: \$.25 per page.
 - 3) Receiving a fax: \$.25 per page.
 - 4) Faxes sent by staff in response to a Personal Librarian query will be at no charge.
- E. Printing copies: \$.10 per page; \$.15 for double-sided black and white copies, color \$.50 per page.

F. Scanning: \$.10 per page. Library staff may review scanned documents for copyright compliance.

13. **Research Services:**

Photocopying or scanning by staff: \$5.00 for the first page; \$1.00 for each additional page.

14. **Lamination Services:**

Lamination is available on demand Monday – Friday. Cost begins at seventy-five cents (\$.75) for 2-1/2 X 4-1/4 inches (billfold size). All dimensions above this are \$1.50 linear foot.


15. **Meeting Room Fees:** See “*Meeting Room Policy*”.

16. **Unattended Children:** See “*Unattended Children Policy*”.

17. **Theft Notice:**

According to Chapter 714.5 of the Code of Iowa, “The fact that a person fails to return library materials for two months or more after the date the person agreed to return the library materials, or fails to return library equipment for one month or more after the date the person agreed to return the library equipment, is evidence of intent to deprive the owner, provided a reasonable attempt, including the mailing by restricted certified mail of notice that such material or equipment is overdue and criminal actions will be taken, has been made to reclaim the materials or equipment.”

*Adopted by the Library Board of Trustees
Adopted January 1, 1993
Revised 1994, 1997, 2000, 2003, 2004,
2007, 2008, 2010, 2012, 2013, 2014, 2017,
and May 23, 2019*

By, 

*Patty Poggemiller, President
Library Board of Trustees
Carnegie-Stout Public Library*