

Fines and Fees Policy

In order to encourage a timely return of materials, the Library will charge a fine for late returns.

Exceptions include:

- Card holders who are limited to only print materials.
- Teachers and educational institutions within the service area.
- Materials on loan to other libraries.
- Students using an S-Type card.

Fees

Additional fees may be assessed under other policies, but in general, the following fines and fees are effective throughout the system.

Extended (Overdue) Fees

Activity kits and games	\$1.00 per day per item
Indiana State Museum	\$1.00 per day per item
Hotspots	\$3.00 per day per item
All other materials	\$0.10 per day per item
Interlibrary loan (ILL)	\$0.25 per day per item
Internal checkout of electronic equipment	\$1.00 per hour per item

Other Fees

AV packaging	\$2.00 per case
Collection agency charge	\$10.00 per person, per incident
Printed B/W copies	\$0.15 per sheet
Printed color copies	\$0.30 per sheet
Banners	\$ at cost to Library
Posters	\$ at cost to Library
3-D copies	cost based on weight
Lamination	\$0.40 per sheet 8 ½"x11", \$0.80 per sheet 11"x17"
Flash Drive	\$2.00 each
Sublimation sheets	\$3.00 each (may be adjusted based on quantity printed)
Damaged page, jacket, barcode, bags, RFID tags, or excessive cleaning	\$1.00 per item
CD's/DVD's	\$1.00 each
Genealogy research	\$15 an hour, minimum of \$8 exclusive of copies/mailling
ILL lost material	(as determined by lending library)
ILL not picked up	\$2.00 per item
ILL photocopies	\$5.00 minimum
Item replacement	\$ cost of item as stated in the item record (no refunds will be made for items paid for and later found)
Nonresident card	(changes yearly)
Photo print	\$0.50 per sheet 4"x6", \$2.00 per sheet 8.5"x11", \$5.00 per sheet 13"x19"
Replacement cards	first replacement card is free, thereafter \$1.00
Returned check	\$20.00 per incident
Equipment	cost to repair or replace
Offsite training	negotiable
PLAC card	(changes yearly)
Proctoring fee	\$10.00 per test

Fines Waiver & Expired Card Account and Fines Purge Policy

Fines are eligible for a request to be waived when any of the following occur:

- Upon return of an item, fines can be waived down to 50% of the cost of the item as stated in the item record.
- When a patron applies for an adult card, previous fines accrued as a juvenile card holder can be waived.
- Patrons admitted to a hospital/rehabilitation center had fines begin to accrue after admission.
- Fines accrued when there was a death in the family, including death of the patron.
- Proof of bankruptcy after fines were accrued. This allows waiving of overdue & collection fees only. Unreturned materials on cards of patrons who have filed bankruptcy are not waived unless purging conditions below are met or materials are returned.
- Other fines can be waived at the discretion of a Circulation Assistant II, Circulation Supervisor, or Circulation Manager.
- Fines that qualify under this policy but are paid without a waiver request from the patron beforehand are non-refundable.
- Library card accounts are eligible to have fines waived and be purged from the Library's electronic records when they meet either one of the following conditions:
 - Cards were last active 3 years prior and owing less than \$15.
 - Cards expired for 6 years or more and owing more than \$15.