



APPENDIX K

LOAN PERIODS AND SERVICE FEES

1. LOAN PERIODS

- a. The seven day loan period applies to the following:
 - i. Popular New Fiction
 - ii. Videos, DVD's and Blu-Rays
 - iii. Magazines
 - iv. Playaway Launchpads
- b. The three week loan period applies to the following:
 - i. Lengthy New Fiction
 - ii. All other books, CDs, developmental games, TV Series, audiobooks, Kindle Paperwhites, Playaway Views, videogames, Hotspots and Rokus.

2. RENEWALS

- a. Library items may be renewed up to two times by phone, in person or online. Exceptions are items on hold, special collections, and special loan items as may be designated from time to time.

3. LOAN LIMITATION

- a. Videos
 - i. Ten adult and ten children's per card
 - ii. TV series: Five adult and five children's per card
- b. Compact Music Discs
 - i. Ten adult and ten children's per card
- c. Subject matter (non-fiction)
 - i. Subject to patron demand & the number of volumes on our shelves, library personnel may limit book loans on topical subjects as the need arises.
- d. Videogames
 - i. Five adult, five teen, and five children's per card
- e. Electronic Resources:
 - i. Kindle Paperwhites: one only to adult Antioch cardholders
 - ii. Playaway Views: five only to adult Antioch cardholders
 - iii. Rokus: one only to adult Antioch cardholders
 - iv. Hotspots: one only to adult Antioch cardholders
 - v. Playaway Launchpads: one only to adult Antioch cardholders

4. LATE FEES

- a. All materials, regardless of format or loan period \$0.10 per day
 - i. Extended Service Fees will not apply on days when the library is closed.
- b. Kindles, Rokus and Hotspots: \$1.00 per day
- c. Collection Agency Fee for materials not returned and fees not paid within 45 days \$ 20.00



5. COST FOR DAMAGED OR LOST MATERIALS

- a. Lost or Destroyed Materials: Cost plus a processing fee.
 - i. When payment is made for lost materials, extended services fees are not charged.
 - ii. When lost material (that has been paid for) is returned within a six month period from the date the item was reported as lost, a refund will be made for cost of material less the processing fee.
 - iii. Damaged Materials: Replacement Cost plus a Processing Fee. Examples include: dog chewed, wet, moldy, broken spine, warped, taped, pictures removed, written in, etc.

6. PROCESSING FEE \$ 6.50

- a. The processing fee is a recovery fee. It is the cost of creating and deleting a catalog record as well as the barcode, plastic cover or case, information stickers, spine label, security strip, and the labor to place these items on the new item.

7. INDIVIDUAL COST FOR DAMAGED OR LOST PARTS ON MATERIALS

- a. Missing or Damaged barcode/spine label \$ 3.00
- b. Video, CD or videogame case \$ 2.00
- c. Bag cost of specific bag
- d. Plastic box for developmental game cost of specific case
- e. Developmental game piece cost of specific game or piece
- f. Recorded book case:
 - i. Small \$ 6.00
 - ii. Medium \$ 7.00
 - iii. Large \$ 10.00
- g. Disc sleeve \$.55
- h. Magazine Envelope \$ 1.00
- i. Playaway case \$ 6.00
- j. Playaway View:
 - i. Outlet charger \$ 15.00
 - ii. Case \$6.00
- k. Playaway Launchpad:
 - i. Outlet charger \$10.00
 - ii. USB cord \$7.00
 - iii. Case \$13.00
- l. Kindle Paperwhite:
 - i. Outlet charger \$10.00
 - ii. USB cord \$10.00
 - iii. Canvas bag \$35.00
- m. Roku:



- i. Outlet charger/USB cord (purchased jointly) \$10.00
 - ii. Remote \$20.00
 - iii. Case \$11.00
 - n. Hotspot:
 - i. Outlet charger/USB cord (purchased jointly) \$25.00
 - ii. Case \$18.00

- 8. LIBRARY CARD \$ 1.00

- 9. NON- RESIDENT FEE \$307.00
 - a. Subject to change annually and adopted by Ordinance on a formula provided by State Library.

- 10. CHECK-OUT LIMIT
 - a. When a patron's fines, losses or damages owed to the library reaches \$5.00 then service will be denied to the patron until his/her charges have been paid.
 - b. Patrons with fines, lost items, or damages which total \$25.00 or more and have not settled their account within six weeks, may be turned over to a collection agency in addition to having his/her card blocked for service. At this time the Account Servicing Fee will be added to the patron's account.

- 11. INTERLIBRARY LOAN
 - a. Patrons wishing to borrow a book from an in-state library will not be charged transportation costs.
 - b. If a patron's item can only be found in a library outside of the state and the lending library charges for postage, this charge will be passed along to the patron. The Antioch Public Library District will notify the patron of the amount of this charge before the item is shipped for the patron's final decision.
 - c. If an out of state library wishes to borrow one of our books for their patrons, then a fee of \$4.00 per book will be charged for postage to mail the item to the requesting library. (Since postage may determine final acceptance of the item, a flat fee is preferable to the actual postage.)
 - d. Lending fees charged by the lending library are passed on to the patron after getting patron's approval.