



## 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. DVD's and Blu-Rays
  - iii. Playaway Launchpads
  - iv. Telescopes
  - v. Apple iPads
  - vi. Magazines
  - vii. Special collections as designated
- 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, Rokus, Netbooks, GoPro Cameras, subscription boxes and the Oculus VR Headset.
- c. The in-house one day loan period applies to the following:
  - i. Osmo and Accessories
  - ii. KIBO
  - iii. Charging Equipment
  - iv. Battery Packs
  - v. Microphone

#### 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: Ten adult and ten 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 available to adult Antioch cardholders



- ii. Playaway Views: Five. Only available to adult Antioch cardholders
- iii. Rokus: One. Only available to adult Antioch cardholders
- iv. Hotspots: One. Only available to adult Antioch cardholders
- v. Playaway Launchpads: Two. Only available to adult Antioch cardholders
- vi. Netbooks: One. Only available to adult Antioch cardholders
- vii. Osmo: Two. Only available to adult cardholders
- viii. GoPro Cameras: One. Only available to adult Antioch cardholders
- ix. KIBO: One. Only available to adult cardholders
- x. Charging Equipment: One. Only available to adult cardholders
- xi. Battery Packs: One. Only available to adult cardholders
- xii. Apple iPads: One. Only available to adult Antioch cardholders
- f. Other:
  - i. Telescopes: One. Only available to adult Antioch cardholders
  - ii. Oculus VR Headset: One. Only available to adult Antioch cardholders

4. FEES

- a. Collection Agency Fee for materials not returned and fees not paid within 60 days \$ 20.00
- b. Certified mail cost for final overdue letter Stamp: \$0.58  
Certified Fee: \$3.75  
Return Receipt: \$3.05  
Total: \$7.38

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, late 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: animal bite marks, removal of pictures/pages, wet, moldy, broken spine, warped, taped, defaced materials, cracked disc, etc.

6. PROCESSING FEE

\$ 7.00

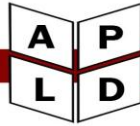
- a. The processing fee is a recovery fee. It is the cost of creating and deleting a catalog record as well as the barcode, plastic cover or case, information stickers, spine label, RFID tag and the labor to place these items on the new item.

7. INDIVIDUAL COST FOR DAMAGED OR LOST PARTS ON MATERIALS

- a. Missing or Damaged barcode/spine label \$ 3.00
- b. Standard RFID Tag \$ 0.11
- c. Disc RFID Tag \$ 0.75
- d. Video, CD or videogame case \$ 2.00
- e. Bag cost of specific bag



f. Plastic box for developmental game	cost of specific case
g. Developmental game piece	cost of specific game or piece
h. Multi-disc case:	
i. Small	\$ 6.00
ii. Medium	\$ 7.00
iii. Large	\$ 10.00
i. Disc sleeve	\$ .55
j. Magazine Envelope	\$ 1.00
k. Playaway case	\$ 6.00
l. Playaway View:	
i. Outlet charger	\$ 15.00
ii. Case	\$6.00
m. Playaway Launchpad:	
i. Outlet charger	\$10.00
ii. USB cord	\$7.00
iii. Case	\$13.00
n. Kindle Paperwhite:	
i. Outlet charger	\$10.00
ii. USB cord	\$10.00
iii. Canvas bag	\$35.00
o. Roku:	
i. Outlet charger/USB cord (purchased jointly)	\$10.00
ii. Remote	\$20.00
iii. Case	\$16.99
iv. HDMI Cable, 2 ft.	\$5.00
p. Hotspot:	
i. Verizon Outlet charger/USB cord (purchased jointly)	\$27.00
ii. Coolpad Outlet	\$14.00
iii. Coolpad Charging Cable	\$ 5.00
iv. Case	\$16.00
q. Telescope:	
i. Eyepiece	\$70.00
ii. Red Dot Finder	\$22.00
iii. Accessory Bag	\$10.00
iv. Constellation Book	\$11.00
v. Headlamp	\$17.00
vi. Compass	\$11.00
vii. Eye Cup	\$5.00
r. Osmo:	
i. iPad Base	\$39.00
ii. iPad Reflector	\$10.00
iii. Word Tiles	\$29.00



iv.	Super Studio Market Set (Pouch, 5 markers and cleaning cloth)	\$10.00
v.	Storage, for Genius Kit for Tangram, Numbers and Words)	\$15.00
vi.	Storage for Coding Awbie	\$8.00
vii.	Monster Game Kit	\$49.00
viii.	Coding Kits	\$7.99
ix.	Numbers Game Kit	\$29.00
x.	Tangrams Pieces	\$29.00
s.	GoPro Camera	
i.	Mounting Frame	\$30.00
ii.	Mounting Buckle	\$10.00
iii.	Carrying Case	\$16.00
iv.	Chest Strap	\$40.00
v.	Head Strap	\$20.00
vi.	Wrist Strap	\$50.00
vii.	Floating Handle Grip	\$30.00
viii.	Suction Cup	\$40.00
ix.	Clamp	\$25.00
x.	Selfie Stick	\$25.00
xi.	Mini Tripod	\$20.00
xii.	Wrist Strap for Remote	\$13.00
xiii.	Bicycle Handlebar Holder Mount	\$30.00
xiv.	Adjustable Pivot Arm	\$14.00
xv.	Screw	\$9.00
xvi.	Surface J-Hook Buckle	\$8.00
xvii.	Helmet Strap	\$20.00
xviii.	Anti-Fog Sheet	\$20.00
xix.	Pouch	\$8.00
xx.	SD Card Reader	\$15.00
xxi.	USB to USB-Type C Cable	\$8.00
xxii.	Battery	\$20.00
xxiii.	SD Card	\$19.00
t.	Netbook	
i.	Case	\$14.00
ii.	Mouse	\$11.00
iii.	Power Cable	\$12.00
u.	KIBO	
i.	Wheel	\$12.00 (each)
ii.	Motor Module	\$45.00
iii.	Stage Support	\$8.00
iv.	Light Output	\$33.00
v.	Light Sensor: Eye	\$33.00
vi.	Distance Sensor: Telescope	\$33.00



vii.	Sound Sensor: Ear	\$33.00
viii.	Expression Module: Flagpole, Whiteboard, Marker & Spacer	\$24.00
ix.	Rectangular Stage	\$27.00
x.	Stage Pedestal	\$9.00
xi.	Turn Table Art Platform	\$60.00
xii.	Parameter for Repeat Blocks (Numbers Only)	\$12.00
xiii.	Parameter Card (grey)	\$24.00
xiv.	Parameter Card (purple)	\$12.00
xv.	Sound Record/Playback Module & 3 Sound Blocks	\$129.00
xvi.	Begin & End Block	\$10.40
xvii.	Forward Block	\$5.20
xviii.	Wait for Clap Block	\$5.20
xix.	Conditional Blocks (Repeat, End, Repeat, If, End If)	\$36.40
xx.	Lights on Blocks	\$15.60
xxi.	Motion Blocks (Turn Left, Forward, Shake, Turn Right, Backward)	\$26.00
xxii.	Sing Block	\$5.20
xxiii.	Spin Block	\$5.20
v.	Apple iPad	
i.	Power Adapter	\$19.00
ii.	Power Cable	\$20.00
iii.	Case	\$13.00
iv.	Screen Protector	\$7.00
v.	Bag w/ Embroidery	\$29.00
w.	Charging Equipment	
i.	Apple Lightning Cable	\$20.00
ii.	Apple Power Block	\$19.00
iii.	Micro USB	\$6.00
iv.	Micro USB Power Block	\$6.00
v.	USB-C	\$6.00
vi.	USB-C Power Block	\$8.00
vii.	Battery Pack	\$8.00
x.	Subscription Box	
i.	Box	\$8.50
y.	Microphone	
i.	Case	\$6.00
z.	Oculus VR Headset	
i.	Case	\$16.99
ii.	USB Cable	\$21.99
iii.	Foam Face Cover Pad	\$25.99
iv.	Charging Block	\$14.99



8. LIBRARY CARD REPLACEMENT \$ 1.00
9. NON- RESIDENT FEE \$340.00
- 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 account is blocked or fines, losses or damages owed to the library reach \$20.00 then patrons will be unable to check out library materials, both digital and physical until his/her charges have been paid.
  - b. Patrons with charges, lost items, or damages which total \$50.00 or more and have not settled their account within 60 days, 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 an item from an in-state library will not be charged transportation costs.
  - b. If a patron wants to order an item from an out of state library, they will have to agree to pay a set fee of \$4.00 for the postage for that item. We will only charge their account, however, when the item is received.
  - c. If an out of state library wishes to borrow one of our items for their patrons, then a fee of \$4.00 per item will be charged for postage to mail the item to the requesting library.
  - d. All other lending fees imposed by other libraries will be passed on to the patron. We will get the patron's approval of those fees before we borrow the item.