

# FINES/FEES POLICY



## OVERDUE FINES

- MMRLS materials are not subject to overdue fines
- Guests with overdue items will need to return those items before checking out additional items, or using other library services
- Items which are overdue 35 days or more will have a replacement cost for that item charged to the patron's account. If the item is returned after this time in good condition, the charge will be waived
- MMRLS customers who check out items owned by other library systems may still be charged late fees on those items depending on the policy of the owning library

## REPLACEMENT FEES

Lost Library Materials	Fair market replacement value
Damaged Library Materials	Up to fair market replacement value, depending on the extent of the damage
CD/DVD case	\$ 2.00
CD/Audiobook Hanging Bag	\$ 3.00
Library Card	\$ 2.00

## PUBLIC SERVICE FEES

<b>A. Computer Prints and Photocopies</b>	
Black & White	.20 cents/page
Color	\$1.00/page

*(Current Friends of the Library members are half-priced)*

- Front and back pages are considered 2 copies
- No discount given related to number of copies
- Customers may supply their own specialty paper for the copier/printer. Printer will not print effectively unless paper is flat finish. Paper must be 22lb or 24lb only. Printer fees remain the same

Genealogy researchers and groups: refer to MMRLS Genealogy Policy

**B. Computer Related Fees:**

Flash Drive	\$10.00/each
CD's:	\$1.00/disk
Ear Buds	\$1.00/pair
Paper	.05 cents/sheet

**C. Fax Fees:**

Send a fax	\$1.00/page
Receive a fax	\$1.00/page

*(Current Friends of the Library members are half-priced)*

- Faxes can only be sent in black and white. Fax machines can only accommodate documents in good condition
- All faxes may be sent with a cover page at no additional cost
- The library is not responsible for successful receipt by the destination fax, or any loss/damage to a document arising from the fax
- Payment is due before fax service is provided. The library will provide confirmation the fax has been sent. The patron must stay until the fax is finished sending. In the event of a failure to send, the patron's fee will be immediately refunded
- The library is unable to fax documents to international phone numbers
- Customers may also receive faxes at the library at the same rate as outgoing faxes
- The library will make every effort to notify a customer when a fax is received
- Faxes that are not picked up after 7 days will be shredded
- Patrons only need pay for those received pages they wish to keep. Any unwanted pages will be shredded