

**FINES**

Out of State Residents (Good for One Year)	\$30.00
Temporary Card (Good for One Month) (2 item limit)	\$5.00
Replacement Card	\$3.00
Overdue Materials	\$0.10 per day per item
Total Maximum Fine for All Items	\$5.00
Lost/Damaged Item	\$5.00 plus the cost of the item
Lost Magazine	\$5.00
Fast Read	\$1.00 per day / limit one FastRead per Card
Lost/Damaged Board Game / Missing Parts	Up to Cost of Item
Lost Damaged Hotspots / Equipment / Missing Parts	Up to Cost of Item

- No Refunds are given for lost items.
- The director at times may make special rules or waive any fines for special circumstances, library programs/events, or for the best interest of the library.

**Overdue Notices:**

- A phone call will be made to patrons after the library materials have been due two weeks or more. A second notice will be sent after materials have been due 3 weeks or more. A final legal notice will be sent after materials have been due for 2 months or more. Checkout privileges and computer use will be suspended. See Code of Iowa section 714.5 and 808.12

**FEES**

Computer Black/White Print Per Page	\$0.20
Computer Color Print Per Page	\$0.40
Sending a Fax	\$1.00 per page
Receiving Fax – or – Copy per page	\$0.20/B/W or \$0.40/Color
Interlibrary Loan NOT picked Up	\$3.00
Recordable DVD	\$1.00
3D Printing	\$0.10/gram
Laminating	\$0.50/sheet
Buttons	\$0.50/button or 2 1” Buttons for \$0.50

**Educator’s/Teacher’s Card Circulation Policy and Loan Periods**

Due to increasing demand on the library’s children’s collection the following policies have been issued.

- A limit of 20 items per patron may be checked out at one time.
- A lower limit will be placed on materials dealing with subjects in high demand
- Loan periods will be for 30 days
- Librarians will no longer be available to pull large quantities of materials for users

**Reserves**

An item will be reserved for patrons, at no charge, if the item is not available when requested. When an item for reserve has been returned to the Library, the requesting borrower will be notified. Notification will be by telephone unless otherwise requested. The borrower then has seven (7) days from the start of the reserve to pick up the item before their reserve will be canceled. Also, if the borrower cannot be contacted during the first three (3) days of the reserve period the reserve will also be canceled. A patron must have a valid Library card in “good standing” before a reserve item can be picked up. \*\*\*Interlibrary Loan items are exempt from this policy. \*\*\*\*Hotspots are held for two (2) days from the start of the reserve before it will be canceled.