

## Fees and Charges

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The Library reserves the right to assess reasonable fees and charges for reasons including but not limited to ensuring library materials remain available to the greatest number of library users as possible and recouping the value of damaged or lost materials. Staff may exercise discretion in waiving or modifying fees and charges due to hardship or other extenuating circumstances.

### Late Charges

Late charges are assessed for items that are not renewed or returned by the due date. Charges begin accruing on the day following the due date and are assessed at the time the overdue items are renewed or returned.

Late charges accrue at a rate of \$.10 (ten cents) per item per day for all circulating items except: - interlibrary loan items accrue at \$1 (one dollar) per item per day

- book discussion kits accrue at \$1 (one dollar) per item per day
- items from the "most wanted" collection accrue at \$1 (one dollar) per item per day
- special items (e.g. telescopes) accrue at \$1 (one dollar) per item per day

The maximum late charge for overdue items is \$5 (five dollars) for all items except:

- periodicals have a maximum late charge of \$2 (two dollars)
- book discussion kits have a maximum late charge of \$20 (twenty dollars)
- items from the "most wanted" collection have a maximum late charge of \$20 (twenty dollars)
- interlibrary loan items have a maximum late charge of \$60 (sixty dollars)
- special items (e.g. telescopes) have a maximum late charge of \$100 (one hundred dollars)

### Fees

Fees are charged for damaged items, for lost materials, and for other library products and services as designated by the Library Board.

### Damaged Items

When damaged materials are returned which can be repaired, the cost to the library of repairing the materials is charged. The list price of replacing damaged materials will be charged if the material is damaged beyond repair.

Partial damages may be prorated, based on the value of the material and the extent of the damage, especially if only one in a multi set is damaged.

Damaged interlibrary loan materials will be returned to the owing library to be assessed.

The Library does not accept privately purchased items as replacements for damaged material.

### Lost Items

The fee charged for lost items will be the list price of the item. Fees for lost interlibrary loan items are assessed per Policy C192. Refunds may be issued for returned lost and paid items for a period of three months (90 days) only following the payment of an item. Branch managers may exercise discretion in approving refunds. Contributing factors include, but are not limited to the following: type of material,

availability, cost of replacement, need, subject area, condition of the material, and whether an item has already been replaced. Fines, fees and other charges assessed to the customer shall be calculated and deducted from the amount of the refund.

The library does not accept privately purchased items as replacement for lost items.

**Other Fees**

Non-resident Fee \$80 (eighty dollars) per year; \$20 per quarter

Returned Check Fee \$10 (ten dollars) per instance

Collection Agency Fee \$10 (ten dollars) per instance

Missing Cases or Hang-up Bags \$3 (three dollars) per item

The Library may use a collection agency to recoup late charges and fees.

In extreme circumstances the Library may work with law enforcement authorities if the person has committed the crime of library theft as described in RSMo 570-210.

(Revised 3/14/05; Effective 5/1/05; Revised 10/8/2013, 3/13/2018, 12/11/2018)