

SCOTT COUNTY LIBRARY SYSTEM

Board motion: 030113, 030512,
050728, 060427

revised: June 2009

EXTENDED USE POLICY AND FEE SCHEDULES

The Scott County Library System loans most of its materials to customers for three weeks. Magazines, videos and DVD's are loaned for one week. If a customer chooses to keep materials longer, an extended use fee or fine applies.

- 1) For all adult materials except videos and DVD's, a \$.30 per day per item fee will accrue on the customer's record with a maximum overdue fee of \$7.00. Late fees remain \$.10 per day for children's easy, juvenile fiction, young adult fiction, children's magazines, children's book on tape and cd, and young adult books on tape and cd.
- 2) Extended Use Fees for videos and DVD's, are \$1.00 per day with a maximum overdue fee of \$7.00. (effective 01/01/97)
- 3) There is no grace period for overdue materials.
- 4) A non-refundable processing fee of \$5.00 per item will be charged for lost or damaged materials. This processing fee covers the cost of notices, staff time and any extended use fee.
- 5) Customers with \$10.00 or more in extended use fees on their record or with unreturned materials adding up to that amount are denied library services.
- 6) A customer may be reimbursed for the cost of lost material if the material is returned within 6 months, its value is greater than \$10.00, and the customer has the receipt. The \$5.00 processing fee will not be reimbursed.
- 7) Customer records may be specified as "Fine Exempt" for homebound individuals and nursing home residents or, at the Branch Supervisor's discretion if the need is there.
- 8) Extended use fees apply only to applicant, not the family; but librarians should use their discretion on large dollar amounts.
- 9) Staff has the ability to waive large fines seven-years and older; up to, but not more than, \$50.00 (Advisory Committee Notes 05/03/2000)