

Armoral Tuttle Public Library Policy

FEES

Overdue books will have a fine of .10 cents a day. It will start accumulating the day after automatic renewal ends. (Example- a book checked out on January 21 and due back by February 11, will be auto renewed for one additional term from February 11- March 3. On March 4th if the book is not in the drop box, it will receive a .10 cent charge for each day until it is returned).

Charges will be applied for materials reported lost, damaged, or 14+ days overdue. One reminder call and one letter indicating the outstanding materials and costs associated with the account will be made. Clearing an account of charges can be accomplished by paying either the listing price of the book/materials, plus a \$5.00 processing fee, or finding an exact replacement copy plus a \$5.00 processing fee and with approval from the library Director. The ISBN number and quality of the book must match for a replacement book to qualify.

Borrowing privileges will be suspended for the cardholder and related household members for an outstanding fee of \$10.00 or more or when a final notice letter has been issued. Privileges will be restored once the account balance is cleared of all outstanding balances.

Materials that have been found will become the patron's property if a resolution has already taken place with the library.

The patron's account will be permanently deleted if materials are not returned or paid in full and/or the patron fails to communicate with the Library Director.

Service Charges and Fees

Resident Library Card	Fees covered through city taxes
Non-resident Library Card	\$20.00 per year per household
Lost or Damaged Items	List Price + \$5.00 per item processing fee
Torn pages (repairable)	\$1.00 p/ page
Dust jacket	\$2.00
Cover damage	\$1.00 - \$5.00
CD Case	\$10.00 plus \$3.00 if all labels are missing
CD Sleeve	50¢ per sleeve
DVD cases	\$2.00 plus \$3.00 if all labels are missing