

Damaged or Lost Items

The following charges will be assessed when materials have been returned, damaged or have been lost:

- \$1.00 for each damaged page (torn, pencil, pen, marker);
- \$2.00 for each plastic book jacket that must be replaced;
- \$10.00 for each book that needs to be rebound;
- \$5.00 for each compact disc or DVD case;
- \$Cost of audio book case (single & multiple);
- \$1.00 barcode (missing or marked out);
- \$1.00 spine label.

Video materials- Videos become due on their date. Patrons with videos more than three days overdue will be notified by telephone, informed of their responsibility and requested to return the videos. After two telephone calls, a letter will be sent.

Fines-video materials:

- \$1.00 per day per overdue video
- \$1.00 per video returned in book drop
- Videos overdue more that ten (10) days will be assessed the cost of the video plus daily fines of \$1.00 per day.

Maximum fine: In order to encourage return of long-overdue materials, there is a maximum per item fee of \$20.00, exclusive of book item damage and processing charges, for overdue materials returned within one year. Replacement

Cost-Damaged: When an item has been damaged enough to warrant replacement, the patron will be charged the replacement cost of the item, plus a non-refundable \$3.00 processing fee. The Library does not accept replacement

copies.

Replacement Cost-Lost: The fee for lost items is the price of the item, plus a non-refundable \$3.00 processing fee. The Library does not accept replacement copies. If the item is found within one year and returned in usable condition, the replacement cost will be refunded. The processing fee and overdue fines are not refundable. Library users who request a refund must provide the receipt that was issued by the Library at the time the payment was made.

Other charges: It is the policy of the Cooke County Library to charge for faxes, photocopying and printing at public-access computers to defray financial costs, conserve resources, and ensure equity-of-access standards. The following fees will be charged which have not been covered elsewhere:

- Local or 800 number fax- \$0.50 per page to send
- Long distance fax- \$2.00 1st page and \$1.00 each additional page of letter size paper. However, if using legal paper and sending it long distance, the cost is \$1.25 after the initial \$2.00 charge.
- Fax to receive- \$0.50 per page
- Overseas fax- a call is placed to the operator for the charge to that location. The price ranges from \$3.00 to \$5.00 per minute.
- Photocopying/printing prices: Internet printing & letter b & w copies: \$0.20 Black & White copy on legal size paper: \$0.25 Black & White copy on larger size paper: \$0.50 Color copy on letter size paper: \$0.50 Color copy on legal size paper: \$0.75 Color copy on larger size paper: \$1.50
- Replacement of lost library card- \$3.00 per card for the 1st lost card, \$4.00 for the 2nd lost card and \$5.00 for any card lost after the 2nd time.