

## **Kent County Public Library**

### **MATERIAL & SERVICE FEES POLICY**

**Policy:** The Board of Trustees of the Kent County Public Library establishes guidance for the loan of materials, including circulation periods, renewal processes, and notices for materials that are returned after their due date.

As a public institution, KCPL has a responsibility to make items in its collection available to as many people as possible. To ensure that more people are able to enjoy and utilize library materials, KCPL does not charge fines for overdue items that are returned before they are declared lost.

In order to help cardholders avoid fees for lost items, KCPL will use the email address or postal mail address in a cardholder's library account to send overdue notices and lost item notices.

Replacement and processing fees will be charged for lost items and damaged items. Library accounts with an outstanding balance for lost or damaged items may be temporarily suspended.

If an item owned by KCPL or a library that is part of the Eastern Shore Regional Library consortium is lost or damaged, the cardholder will be charged the replacement cost of the item, plus a processing fee. For 90 days after the payment has been made, the cardholder may return an undamaged lost item and receive a refund. All refunds will be made by check and mailed to the cardholder.

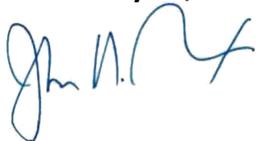
If an item borrowed via interlibrary loan (ILL) is lost or damaged, the cardholder will be charged a replacement cost based on current ILL consortial agreements, plus a processing fee.

KCPL reserves the right to charge nominal fees for a variety of its services, as well as use of its meeting rooms.

Details about current fees can be found in KCPL's Fee Schedule.

**Date:** February 27, 2023

**Signature:**



**Definition:** "Damaged Item" – An item that KCPL staff have assessed to be unusable. Examples of damaged items include, but are not limited to: materials that have come in contact

with liquid, resulting in warping or mold; materials with visible damage or defacing; multi-part materials that are missing pieces.

“Lost Item” – An item that has not been returned within 6 weeks (42 days) after its final due date.

“Lost Item Notice” – A notification sent to a cardholder 42 days after an item’s final due date, which includes a listing of the item’s replacement cost.

“Overdue Notice” – A notification sent to a cardholder 21 days after an item’s final due date to inform them that they need to return their materials to the library in order to avoid being billed for a lost item.

## Kent County Public Library FEE SCHEDULE & PAYMENT INFORMATION

### Service Fees

KCPL charges a nominal fee to cover the cost of a variety of its services.

<i>Service</i>	<i>Fee</i>
Notary Public	\$2.00 per item notarized
Non-resident Library Account	\$10.00 per year
Printing/Photocopying	
1-10 pages per day	no fee
additional pages	\$0.20 per page

### Material Fees

KCPL charges fees to reimburse expenses related to lost or damaged items.

<i>Reason for Charge</i>	<i>Fee</i>
Returned Check	Current Bank Rate
Processing Fee	\$5.00 per item
Damaged Material	Replacement Cost of Item
Lost Material	Replacement Cost of Item
Lost or Damaged ILL & OCLC Materials	\$25.00 per item

### Meeting Room Fees

In some circumstances, KCPL charges fees for use of its meeting rooms.

#### *Nonprofit & Government Organizations*

Nonprofits holding public meetings, board meetings, client meetings, etc., will not be charged a fee. The nonprofit rate is extended to recognized community nonprofits, community service groups, civic groups, social action groups, schools, and churches.

If a nonprofit is charging an admission fee for an event, the for-profit fee structure will apply.

#### *For-profit Organizations*

For-profit organizations conducting a meeting, training, or other event will be charged \$25 for the first four hours and \$10 for each additional hour. This applies to individually scheduled events and to events scheduled as a series (e.g., a single 2-hour use is \$25; a series of four 1-hour reservations scheduled at the same time is \$25).

Payment must be made before using the room. Payment may be made prior to or on the date of use.

### Payment Information

Payment of fees may be made by cash, check, credit card, or debit card.

Credit card and debit card payments are accepted only in-person at the Chestertown location.

Payment made by a check that is mailed to KCPL will be applied to an account after it has cleared the bank. Mailed checks must include information indicating the reason for payment and, where applicable, the library card account to which it should be applied.

**Date:**            **February 27, 2023**

**Signature:**