

<b>MIDLOTHIAN PUBLIC LIBRARY CHARGES AND SERVICE FEES</b>
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Library cards must be free of all fines and fees to be considered “in good standing.”

**I. FINES**

- A. All overdue New DVDs are \$2.00 per day each.
- B. Overdue older DVD’s (6 months or older) are 50¢ per day each.
- C. Overdue universal charging kits and bike locks are \$2.00 per hour each.
- D. Overdue Chromebooks are \$5.00 per hour each.
- E. Fines for all other Midlothian Library materials are 10¢ per day for each item.
- F. Individuals age 18 and under may have \$1 of fines forgiven for 30 minutes of reading done in the library and documented by library staff. A maximum of \$10.00 may be forgiven per calendar year. Replacement charges for lost or damaged items, processing fees, and collection fees are not eligible. Reading time cannot be applied to future fines.

**II. REPLACEMENT AND PROCESSING FEES**

- A. In all the following cases the MAXIMUM FINE is the replacement cost of the item. The cost is determined by the amount shown on the SWAN record.

Replacement Library Card	\$1.00	Missing/Damaged audiobook CD	\$10.00
Missing CD case	\$2.00	Missing/Damaged universal charging kit	\$15.00
		Missing/Damaged plug only	\$5.00
Missing/Damaged audiobook case	\$15.00	Missing/Damaged Chromebook	\$310.00
Missing/Damaged DVD case	\$3.00		

**B. LOST/DAMAGED ITEMS**

If the item is lost or damaged beyond repair, the patron will be charged the price of the item plus a processing fee of \$5.00 per item.

**C. DELETED ITEMS**

If an overdue item is being returned, and is no longer on file, the patron will be charged as if the item were lost. If the Library Director decides to return the item to the collection, the patron will only be charged for the fines.

**D. COLLECTION FEES**

All items overdue 60 days or more will have a \$10.00 collection bureau fee added to their account by SWAN.

**III. SERVICE FEES**

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- A. \$1.00 per new DVD at time of checkout.
- B. \$3.00 Inter-library loan requests from out of state. The library will charge the requesting patron any additional fee incurred over \$10.00 for obtaining special materials.
- C. Public computer/internet: There will be no charge to Midlothian Public Library cardholders. Non-residents will pay \$2.00 per hour, or any portion thereof.
- D. Chromebooks: No charge to Midlothian Public Library cardholders. Non-resident library card holders will be charged \$2.00 for two hours or any portion thereof.
- E. Public equipment: A photocopier, fax/scanner, and printer are available for public use at 10¢ per page for black and white and 25¢ per page for color. Users insert their own paper in the copier at their own risk. The Library will not reimburse patrons for errors in copies or prints made on paper inserted by patrons.
- F. Fax: \$1.00 per page with the self-service public machine. International faxes: \$2.00 per page. Only outgoing faxes are allowed; the library cannot accept incoming faxes.
- G. Scanning: 10¢ per page with the self-service public machine.
- H. Patrons may choose to pay fines and other fees assessed to their account online with a credit or debit card. There will be a 50 cent convenience fee charged for each transaction.

**IV. ACCOUNTS**

Payment options for special situations may be arranged with the Library Director.

**V. MEETING ROOM & ELECTRONIC EQUIPMENT FEE**

- A. Use of the Library study room and meeting room are free.
- B. Use of the Library's electronic equipment during meeting room use: \$25

**VI. ITEMS FOR SALE**

Earbuds	\$1.25
USB flash drive	\$7.00
Tote bags	\$1.00

The Library also will collect money on behalf of the Friends of the Library for used books, craft bazaar items, and other miscellaneous fundraising items sold, at prices set by the Friends of the Library.

Revised 1/2015, 1/2016, 1/2017, 2/2017, 1/2018, 8/2018