

<p style="text-align: center;">MIDLOTHIAN PUBLIC LIBRARY CHARGES AND SERVICE FEES</p>
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Library cards must be free of all charges and service fees to be considered “in good standing.”

I. REPLACEMENT CHARGES

- A. If a library item is lost or damaged beyond repair, the patron will be charged the replacement cost of the item, as determined by the amount shown on the SWAN record, with the following exceptions:

Item	Replacement Cost
Audiobook case	\$15.00
Single Audiobook CD	\$10.00
Universal charging kit plug	\$5.00

- B. If an overdue item is returned and is no longer on file, the patron will be charged as if the item were lost. If Library staff decides to return the item to the collection, the patron will not be charged.
- C. If an item borrowed via interlibrary loan through OCLC is lost or damaged, the patron may be charged an additional fee at the discretion of the lending library.

II. SERVICE FEES

- A. \$3.00 shipping fee for inter-library loan requests from out of state. If the out-of-state lending library charges any additional fee to send the material, this charge will be passed on to the requesting patron. In such cases, the Library will obtain the patron’s consent to these charges before placing the inter-library loan order.
- B. Photocopying/Printing: A photocopier and printer are available for public use at 10¢ per page for black and white and 25¢ per page for color.
- C. 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.
- D. Scanning: Scanning with the self-service public machine is free.
- E. Patrons may choose to pay fines and other fees assessed to their account online with a credit or debit card. The fee is 4.99% +\$0.09 per transaction.
- F. Exam proctoring: Free for Midlothian card holders. For patrons who do not hold a Midlothian Public Library card: \$25.00 per exam.
- G. 3D Printing: \$1.00 per ounce (minimum \$1.00 per item). See also *3D Printing Policy*.

III. ACCOUNTS

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

IV. 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

V. ITEMS FOR SALE

Earbuds	\$1.25
USB flash drive	\$7.00

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, 9/2018, 1/2019, 2/2019, 5/2019,
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