

**OTTUMWA PUBLIC LIBRARY  
POLICY AND PROCEDURE**

Name of Policy: **FINE AND FEE POLICY**

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Purpose: To set a standard fee schedule for overdue, lost/damaged materials, library cards, fax, microfilm copy, photocopy, print and genealogy requests.

Procedure:

1. The only overdue fines assessed will be on the Hotspots. All other overdue fines have been removed as of January 4, 2020.
2. All materials returned after the checkout period and grace period will be charged the following fines:

<b>Adult Materials</b>		
<u>Fines</u>	<u>Per Day</u>	<u>Maximum</u>
Hotspots	\$ 10	\$40.00

3. Overdue, damaged and lost materials will be charged to the patron's Library card that checked out the materials.

<b>Lost and Damaged Items</b>	
<u>Fines</u>	<u>Fee</u>
Collection Bureau Surcharge (Cost if name is turned over)	\$20
All Lost/Damaged Materials	Replacement Cost

(Note: In the event a replacement cost cannot be established, a default replacement cost – averaged by collection – shall be used.)

4. Materials borrowed from other libraries for Ottumwa Public Library patrons are subject to the rules and regulations of the loaning libraries and any charge accrued from overdue or damaged/lost material will be charged to the patron.
5. Charges may be appealed to the Library Director and the Library Board of Trustees.
6. Fees may be adopted or changed only by the Library Board of Trustees.

## **Library Service Fees**

<u>Microfilm</u>	<u>\$0.50 per exposure</u>
<u>Printing/Copies</u>	<u>\$0.15 per page</u>
<u>Color Printing/Copies</u>	<u>\$0.50 per page</u>
<u>Genealogy/Reference Requests</u>	<u>Donation</u>

### **Lost or Replacement Library Card**

<u>Adult and Children</u>	<u>\$1.00</u>
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Date Revised: 8 December 2008  
Date Revised 10 September 2012  
Date Revised 11 August 2014  
Date Revised: 12 October 2015  
Date Revised: 11 June 2018  
Date Revised: 8 April 2019  
Date Revised: 12 July 2021  
Date Revised: 11 July 2022  
Date Revised: 13 January 2025

By: Ottumwa Public Library Board of Trustees

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