

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: [DATE APPROVED]

Signature: 

Definition: "Damaged Item" – An item that KCPL staff in their sole discretion have assessed to be unloanable. 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>
Non-resident Library Account	\$10.00 per year
Printing/Photocopying	
1-10 pages per day	no fee
additional pages	\$0.20 per page
OCLC Shipping	\$5.00 per successful request

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

KCPL charges fees for use of its meeting rooms as stated in the Meeting Room Community Use Policy.

Individuals or organizations using the meeting room will be charged \$25.00 per use.

Payment must be made before using the room. Payment may be made prior to or on the date of use. Organizations that require an invoice must request the invoice at least two weeks before the event date. If payment is made prior to use, refunds will be made only if the reservation is canceled at least 72 hours before the scheduled event.

Failure to leave the meeting room in its original state; damage to the room, furniture, or other library property; failure to properly secure a meeting space after use; and/or failure to return keys issued for access to the Chestertown Library Inc., Building may result in a fee of \$50.00 and restrictions on future 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: [DATE APPROVED]

Signature: