

BOARD OF TRUSTEES POLICY

Fees and Charges Policy #3

Tipp City Public Library
11 E. Main Street
Tipp City, OH 45371

Patrons are exempt from all overdue fines. They are, however, subject to lost items fees.

Once an item is 45 days overdue, it is considered "lost" and the cost of the replacement is charged to the patron's account as a fee. The fee is removed when the item is returned or the fee is paid.

Patrons with \$5.00 or more in fines/fees on their account will be blocked from checking out any library materials until they are paid.

Charges:

Replacement of lost library card	\$1.00
Exchange or trade in of old library card	\$.50
DVDs returned without sleeve	\$1.00
Fax Service	\$1.00/page, max. \$10.00 (Coversheet – free)
Lamination Service	
Posters over the size of 8 ½ x 11	\$2.00 per linear foot
8 ½ x 11	\$0.50
Business Card size	\$0.25,
Headphones	\$1.00
Photocopies	\$.50 for color per side \$.10 for black/white per side
Large Format Printing	\$2.00 per linear foot
Book Binding	\$1.00 per book
Buttons	
2.25 and 3 inch buttons	\$.30 per button
1inch button	\$.20 per button

Fees required by a lending library outside of our consortium will be passed on to the patron with their prior consent.

Government issued identification cards, Driver's License, Passport photocopies are free of charge.

Original: March 22, 2007

Revised: August 13, 2016

Revised: November 15, 2018

Revised: July 13, 2023

Revised: May 9, 2023