

## 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	\$.50
Business Card size	\$0.25
Headphones	\$1.00
Photocopies	\$.50 for color per side \$.10 for black/white per side

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

Large Format printing	\$2.00 per linear foot
Buttons	
2.25 and 3 inch buttons	\$ .30 per button
1inch button	\$ .20 per button
T-shirt Press transfers	
8.5 x 11 sheet	\$1.50
11 x 17 sheet	\$2.75

Charging for Damaged Materials:

Fines for damaged materials will be the amount listed in the item record of the library catalog. Library staff will notify patrons of charges for damaged items.

In cases where the damage presents a risk to library collections, staff, or users, such as materials returned with evidence of insect activity or biological contamination, borrowing privileges may be suspended, at the discretion of the Director, until the patron can provide evidence that the issue has been corrected.

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

Right to appeal:

Patrons who wish to appeal the charges or borrowing restrictions incurred may do so by requesting a meeting with the Director.

**Original: March 22, 2007**

**Revised: August 13, 2016**

**Revised: November 15, 2018**

**Revised: July 13, 2023**

**Revised: May 9, 2023**

**Revised: May 8, 2025**

**Revised: March 12, 2026**