



BETHEL PUBLIC LIBRARY

189 Greenwood Avenue, Bethel, CT 06801
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www.bethellibrary.org

BETHEL PUBLIC LIBRARY SERVICES AND FEE POLICY

SECTION 1: PROVISION OF LIBRARY SERVICES

The Bethel Public Library provides a wide variety of services to the residents of Bethel. Most of these services are provided free of charge. However, a nominal fee for some services may be charged to the patron in order to make the service self-supporting or more cost efficient. In addition, a recovery fee may be charged for lost or damaged materials or when Library privileges have been abused.

SECTION 2: FEE SCHEDULE

Copier: The Bethel Public Library provides a public copier for the convenience of its patrons. The Library takes no responsibility for the quality of copies. Copies cost 15 cents each.

Fiche/Film Reader Printer: 20 cents per copy.

Computer printouts: 20 cents per page for b&w; 60 cents per page for color. Patrons are not allowed to use their own paper in the Library's printers.

3D Printer objects: A fee of 20 cents per gram of filament used will be charged for printing to cover replacement cost of the filament. Additional fees will be charged for items not picked up within 7 days of printing as follows: \$1.00 if the object took less than 2 hours to print, and \$5.00 if the object took more than 2 hours to print.

Public Fax: The Bethel Public Library provides a public fax machine for the convenience of its patrons. Fees are set by the vendor and are posted on the FAX kiosk.

Interlibrary Loan: There is no fee associated with most interlibrary loan requests. Bethel Public Library staff will search all available resources in attempts to fill requests from sources within Connecticut without charge to the patron. However, there may be cases when it is necessary to go out of state or when the lending library levies a fee to the borrowing library. In such cases, the patron will be notified that a charge will apply. The patron may at that time decide not to pursue the loan. If the patron decides to go forward with the loan, all fees associated with the transaction that are charged to the Bethel Public Library by the lending institution will be passed on to the patron for reimbursement to the

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Bethel Public Library. If possible, the patron will be notified as to the amount of the fee before the request is made.

Library Cards: The Bethel Public Library issues library cards free of charge to all residents of the town who are five years of age or older. Children under the age of five may receive their own cards provided they are able to print or write their own names. Library cards may also be issued to other categories of borrowers such as the homebound, institutions, or out of state residents.

A New York state resident who does not own property in Bethel may be issued for a fee a library card for use in the Bethel Public Library only. The fee for an out of state card is \$30.00. The fee may be waived for New York state residents who work in Bethel.

Patrons who lose their library cards will be charged \$2.00 for replacement. There is no charge for a new card when a patron changes his/her address or phone number. Also, there is no charge to replace a well worn and well used library card.

Overdue Fines and Fine Maximums: Overdue fines are 10 cents per day on most adult materials and 5 cents per day on most children's materials. On overdue videos, DVDs and passes to cultural sites, the fine is \$1.00 per day. For reference books, the overdue fine is \$1.00 per hour beginning with the second hour the Library is open. For equipment, the overdue fine is \$2.00 per day.

Maximum fines per item are \$5.00 on most materials; \$10.00 on reference books, videos, DVDs and passes to cultural sites.

Exam Proctoring: Exam proctoring services are offered to the public for a fee of \$25.00 per exam. Proctoring is subject to the availability of authorized staff and a minimum of 24 hours notice is required. Proctoring is done only during regular library hours. Students must present a valid picture I.D. before taking the exam.

Collection Agency Fee: A processing fee of \$ 6.00 may be added to the fine if an overdue notice is sent to a collection agency.

Library Materials: Patrons who lose or damage Library materials in their care will be expected to pay the cost to replace those items. The replacement cost for a lost or damaged Library material of any format will be *either* the original purchase price of the item as recorded in Library records, *or* the minimum replacement charge for that type of item, *whichever is higher*.

The minimum replacement charges for lost or damaged Library materials are as follows:

Books:

Adult/Teen Fiction:	\$25.00
Adult/Teen Nonfiction:	\$30.00
Adult/Teen Cataloged Trade Paperback (Fiction & Nonfiction):	\$15.00
Adult Reference:	\$75.00
Children's Fiction:	\$15.00
Children's Nonfiction	\$25.00

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Children’s Cataloged Trade Paper (Fiction & Nonfiction)	\$15.00
Children’s books with accompanying audiocassette:	\$25.00
Children’s Reference:	\$30.00
Mass Market Paperbacks:	\$ 7.00
Magazines:	\$ 5.00
Video recordings:	
Cassettes	\$25.00
DVDs:	\$25.00
Audio recordings per disk	\$10.00
Compact disks:	\$20.00
CD-ROMs:	\$30.00
Passes to cultural sites:	Replacement Cost
Equipment:	Replacement Cost

Repairable materials: If the damaged item can be repaired, there will be a \$5.00 fee assessed. Any fines and other associated fees also must be paid.

Miscellaneous fees: A standard replacement fee will be charged for miscellaneous items that are not returned or are returned damaged such as lost video, DVD, compact disk or cassette cases, barcodes, book pockets, etc. This fee will be determined by the Library. Any fines and/or other associated fees must also be paid.

Donation of a new copy of the lost or damaged item, or of a comparable replacement item for out-of-print materials, will be accepted in lieu of paying replacement charges. The Library will determine, in its sole discretion, what is a comparable replacement. The Library must receive donated replacements within 2 weeks of notification.

SECTION 3: POLICY EFFECTIVE DATE, AMENDMENTS, AND REVISIONS

This policy is effective upon approval of the Library Board of Directors. Amendments and/or revisions to these policies shall be formulated and recommended to the Board by the Policy Committee. They may then be amended and/or revised at any regular meeting of the Board, provided proper hearing of 30 days has been given.

Approved by the Library Board April 23, 2001

Revised and approved: September 23, 2002
 September 26, 2005
 April 25, 2011
 July 28, 2014
 October 24, 2016