

FEES, LOAN PERIODS AND LIMITS

For the fair, smooth operation of the library and to make sure that materials are available in a timely fashion, fees, loan periods and limits are established as follows:

<u>Print Materials</u>	<u>Loan periods</u>	<u>Maximum items per check out</u>	<u>Check out Fees</u>
Most non-fiction books	21 days		
Most fiction books	21 days		
Children's book & cassette sets	21 days	8	
New adult fiction	7 days		
Periodicals (magazines)	7 days		

Audiovisual (AV) materials (AV fees include tax)

Books-on-tape	21 days	8	
Books-on-CD	21 days	8	
CD-ROM programs	7 days	4	\$2 per loan
DVD	4 days	4	\$2 per loan
Video games	4 days	2 per format	\$2 per loan
Music CDs	7 days	8	

<u>Equipment Item</u>	<u>Loan period</u>	<u>Limit</u>	<u>Fee</u>	<u>Overdue fee</u>
Overhead projector	up to 4 days	1	\$5/day	\$5/day
35mm slide projector	up to 4 days	1	\$5/day	\$5/day
Screens	up to 4 days	1	no fee	\$1/day

Equipment check out for use

<u>in library meeting rooms</u>	<u>Loan period</u>	<u>Limit</u>	<u>Fee</u>	<u>Overdue fee</u>
TV/VCR/DVD player	per meeting	1	\$ 5.00	N/A
Laptop w/AV cart	per meeting	1	\$20.00*	N/A
Overhead projector	per meeting	1	\$ 2.50	N/A
35mm slide projector	per meeting	1	\$ 2.50	N/A
Projector - permanent	per meeting	1	no charge	N/A
Microphone	per meeting	1	no charge	N/A
Piano (Cottonwood Room only)	per meeting	2	\$10.00	N/A

*A credit card is required for use of these items.

Item fees

Item returned without barcode	\$1
Item returned without RFID tag	\$2
Lost item	Cost of item plus a processing fee
Damaged item – returned to library	One-half of cost of item plus processing fee
Damaged item – not returned to library	Cost of item plus a processing fee

1. **Responsibility** – In return for the right and privilege to use the Laramie County Library, you are responsible for ensuring that books and other items are returned when due; to pay promptly all fines, fees, damages or losses charged against your library card account or the library account of any minor you have signed for a library card account; and to pay collection costs and fees incurred by the library in obtaining payment of monies or the return of materials owed to the library by the signee of the library card.
2. **Renewals** – Most items may be renewed twice unless another borrower has placed requests on the items. Items may be renewed at any Self Check station, via WYLD Cat through an Internet connection, on any WYLD Cat terminal in the library or over the phone during normal business hours. Items that have rental fees must be renewed in person at the library or by phone.
3. **Rental fees** – Rental fees are charged for DVD, video game and CD-ROM materials. Juveniles and adults may check out these items if the privilege on their library card permits (see LIBRARY CARDS). Refunds or exchanges will not be made due to selection error by patrons.
4. **Rentals** – DVDs are intended for use with a standalone DVD player and television. Laramie County Library does not guarantee a DVD will work on your computer. CD-ROM software programs are intended for use on the computers that meet the specifications outlined in the software documentation. No refunds will be given for DVD rentals or for CD-ROM software rentals that are being used on a computer and do not work. Laramie County Library will not be responsible for any damage to personal computer equipment, software or data.
5. **Overdue fees** – For most items, daily overdue fees of \$.10 per item are charged. DVDs, all versions of video games and CD-ROM programs carry overdue charges of \$1 per day. Patrons will be notified by mail that items are overdue on the 7th, 14th and 21st day an item is overdue. If unpaid fees are ~~\$20~~ \$10 or more, staff must ask the patron to pay some of the fee. If the patron is unable to pay then a supervisor must be called to approve check out.
6. **Collection fees** – When an item is 35 days overdue or damaged items are not paid for, the account is turned over to a collection agency. The borrower pays all collection agency fees. There is a \$20 fee each time an account is turned over for collection. Any borrower with an account sent to collection will not be able to check out any item until the account is cleared.
7. **Lost and damaged items** – Patrons are responsible for all items checked out on their library card. The parent or guardian signing a minor's library card application form is responsible for all items checked out on the minor's card, even if the minor has reached the age of majority. The library cardholder is responsible for the replacement cost of any

lost library item. Damaged items are billed at half the replacement cost if the damaged item is returned to the library. (See DAMAGED MATERIALS POLICY)

8. **Refunds of \$10 or less** – Refunds of \$10 or less will be credited to the patron’s account. Refunds over \$10 will be issued via check following the next regularly scheduled board meeting or credited to the patron’s account. If issued refund checks are not cashed or do not clear the bank within 6 months of the issue date, the funds will be considered a donation to the library.
9. **Request Services** – A request may be placed at any public desk or via WYLD Cat on any item in the library's collection that is checked out. A fee of \$.50 is charged to the patron’s library card for each request that is not picked up.
10. **Interlibrary Loans** – Items that are not owned by LCLS may be borrowed from another library in Wyoming or from libraries across the United States via interlibrary loan (ILL). A \$2 fee will be charged for ILL requests. Requests may be placed via WYLD Cat or at an ‘Ask Here’ service point in the Cheyenne library or the public desk in any branch. Fees charged by the loaning library are the responsibility of the borrower. A fee of \$.50 is charged to the borrower’s library card for each request that is not picked up. Overdue fines are \$1 per day for items borrowed from the University of Wyoming or libraries located outside Wyoming. Overdue fines for items borrowed from libraries within Wyoming are \$.10 per day.
11. **Copyright Law** – The copyright law of the United States (Title 17 U.S. Code) governs the reproduction of library materials which are copyrighted. The person making the copy is responsible for any copyright infringement.