

SANTA CLARA COUNTY LIBRARY FINES & FEES POLICY

	Loan Period	FOR EACH ITEM RETURNED LATE		LOST OR DAMAGED ITEMS		OTHER CHARGES
		Daily Fine	Maximum Fine	Processing Fee	Item considered lost when 6 weeks overdue	
ADULT & TEEN ITEMS Most material	3 weeks	25¢	\$10	\$10	Cost of item plus \$10 non-refundable processing fee.	<ul style="list-style-type: none"> • Replacement Card \$1 • Rebilling Fee \$10 for accounts sent to rebilling service • Unabridged Talking Books..... \$10 per lost cassette or CD • Inter-library Loans \$4 • Printing Charges..... 10¢ per page over 10 pages • Photocopies..... 15¢ per page for b/w 20¢ per page for color • Reservations for Community Rooms \$10 for rooms \$100 at some libraries if group is late vacating the room causing the alarm to sound • All adult items are subject to fines. • Borrowing and renewing privileges are restricted if balance owed is \$20 or more. • Accounts may be referred to the rebilling service when balance is \$50 or more. • Individuals whose accounts have been sent to the rebilling service may check out items when a zero balance is reached. • All payments must be cash or check.
Bestseller Collection	1 week	25¢	\$10	\$10		
Magazines	1 week	25¢	\$5	\$5	Cost of item plus \$5 non-refundable processing fee.	
Feature Movies	1 week	25¢	\$10	\$10	Cost of item plus \$10 non-refundable processing fee.	
Circulating Reference	1 week	\$1	\$20	\$24	Cost of item (\$5 minimum) plus \$24 non-refundable processing fee. An out-of-print surcharge of \$20 may be added.	
Inter-Library Loans	varies	\$1				
CHILDREN'S ITEMS Most material	3 weeks	There are no daily fines for most children's materials. However, if an item is overdue more than 6 weeks, it is considered lost and a non-refundable processing fee is charged plus the cost of the item.		\$10	Cost of item plus \$10 non-refundable processing fee.	
Magazines	3 weeks			\$5	Cost of item plus \$5 non-refundable processing fee.	

Senior Exemption: Persons age 65 and older may request exemptions from fines. Cost of item plus non-refundable processing fee will be assessed for lost items.

Bookmobile Patrons: Please see separate brochure.

ITEMS RETURNED ON TIME AND IN GOOD CONDITION ARE FREE.

Rev 2/26/09

Effective 4/1/09