

Appendix A: Fine and Fee Schedule

Adopted by Wanaque Public Library Board of Trustees November 2022

Overdue Library Materials

- Wanaque Library does not charge overdue fines for most items that are returned late, however, we do ask library patrons to return materials as close to the due date as possible so that other residents may borrow the items.
- The following items **do** accrue late fines:
 - Wireless hotspots (overdue fine \$5.00/day)
 - Items you borrow in person at other PALS Plus libraries that still charge overdue fines
 - Items borrowed for you from other libraries through JerseyCat, the statewide inter-library loan system (overdue fine \$0.10/day).

Lost or Damaged Library Materials

- If a borrowed item is not returned to the library within 28 days of its due date, we will issue a bill to the library patron for its replacement.
- Lost items: The borrower will be charged the replacement cost that is shown in our library's cataloging system (ILS). If there is no price listed in the ILS, the borrower is charged the default replacement cost set forth by PALS Plus policy.
- Damaged items: If a returned item has been damaged beyond further usability, the borrower is charged the replacement cost. If a returned multi-part item (such as a DVD or audiobook) is missing one or more parts, the borrower will be charged the cost of replacing the part(s).
- Replacement copies: If the library patron wishes to replace the lost item, Wanaque Library will accept a replacement copy in lieu of the replacement cost if the following conditions exist:
 - The item belongs to Wanaque Library (unfortunately, we cannot accept replacement copies for items belonging to other member libraries) AND
 - The replacement item is an exact match (same ISBN) as the billed item AND
 - The replacement item is in NEW condition (we cannot accept used items as replacements)

Replacement Library Cards

- There is no charge to replace a damaged or old library card.
- We will replace a lost library card for free once a year. The fee for any additional replacement library cards during that year is \$3.00 per card.

Services

- Copying and printing: \$0.10/side for black and white and \$0.25/side for color.
- Faxing: For incoming faxes, we charge \$1.00 per page. For outgoing faxes, we do not charge for the cover page. All additional pages are \$1.00 per page.
 - Faxes may be sent only to phone numbers within the continental US.
 - The library does not charge military veterans to send faxes.
- Inter-library loans from organizations that charge fees to send photocopies and/or loan their items: the person requesting the item is responsible for the fee.
- Scanning to email or flash drive: This service is free.
- Notary: The library does not charge for this service.