

## Service and Replacement Fees Policy

The Crawfordsville District Public Library charges fees for various services and replacement of lost or damaged items. Some fees are derived from calculations set by state or federal law, average costs for items in that category, or the actual cost of the item.

### Service Fees

Item Type	Fee & Duration
<b>Items available for purchase</b>	
Books, Friends of Carnegie Museum	Various prices
Books, Book Sale	Various prices
Canvas library tote bag	\$11.00 each; includes tax
Flash drives	\$3.00 each; includes tax
Gift shop items, Friends of Carnegie Museum	Various prices
Headphones	\$1.00 each; includes tax
<b>Library accounts for nonresidents</b>	
Non-resident Library Card	\$64.00 in 2021; based on Indiana State Library calculation
Visitor's Card	\$15.00 for 1-3 months; \$25.00 for 4-8 months; \$64.00 for 9-12 months
Public Library Access Card (PLAC)	\$65.00 in 2021; set annually by Indiana State Library
<b>Local history research/copying fees</b>	
Images	\$10.00 for up to 5 images or 1 video on a flash drive/CD
Persons and firms database; archival or general copy requests	\$1.00 per item, listing, or file; maximum of 5 per request
All other research and copy requests	\$2.00 per listing, record, page, or article; maximum of 5 per request
<b>Printing/Photocopying</b>	
Prints/copies from public computers, microform machines, and photocopiers	\$0.10 per page, per side (b & w); \$0.25 per page, per side (color); under certain circumstances, the first five copies may be free
<b>Other services</b>	
Debt collection fee	\$10.00; charged two weeks after the date on the billing notice for lost/damaged material fees that exceed \$25.00
Fax, outgoing/incoming	\$1.00 per page per side
Insufficient funds check	\$25.00 per instance
Interlibrary Loan	All applicable fees pre-approved by patron
Interlibrary Loan, overdue fine	\$0.50 per day
Meeting Rooms, usage fees	\$25.00 per hour for for-profit entities or private parties; \$0.00 for nonprofit or government agencies
Meeting Rooms, additional fees	\$25.00 each for food; room setup/breakdown; or failing to leave by closing, picking up debris, or returning the room to original setup
Overdue item	\$0.00; after 45 days, the item will be marked as "Lost," which will incur a replacement fee

## Standard Material Replacement Cost

Item Type	Fee per Item
Library card	\$1.00 per card
<b>Print items</b>	
Adult Nonfiction	\$28.00
Adult Fiction	\$25.00
Juvenile Fiction/Nonfiction	\$17.00
Mass Market Paperback	\$8.00
Trade Paperback	\$17.00
Large Print	\$30.00
Periodicals (magazines)	\$5.00
<b>DVDs</b>	
Adult Feature Film	\$20.00
Adult Nonfiction	\$26.00
Children's Film	\$15.00
<b>Music CDs</b>	
Adult	\$16.00
Children's	\$14.00
<b>Books on CD</b>	
Book on CD	\$48.00
Each additional CD	\$7.00
Lost CD replacement	\$7.00
<b>CD/DVD Case</b>	
Single DVD	\$5.00
4-Capacity DVD	\$8.00
6-Capacity DVD	\$9.00
Lock for CD/DVD case	\$1.00
CD/DVD Artwork (color copy)	\$0.50
<b>Processing items</b>	
RFID tag	\$0.65
Barcode	\$1.00
Labels	\$0.25
Bag for j B and J CD items	\$5.50

This is a revision and expansion of the Standard Material Replacement Cost policy, which was last approved by Crawfordsville District Public Library Board on November 10, 2011.

Revised and approved: May 13, 2021; September 23, 2021