**FINES AND FEES**

 **A. Overdue Materials**

 Patrons with overdue materials will be assessed $0.10 per day per item. The maximum fine is the cost of the material.

 **B. Copies / Prints**

Copies 8 ½ by 1. Color copies are $.50 per side. Children doing school reports may make five (5) copies free. (Rev 7/8/14)

 **C. Microfilm Copies**

 Copies are $0.10 per side. (Rev 11/19/10)

 **D. Lost Cards**

 Replacement cards are $1.00

 **E. Lost Materials**

 Replacement cost of lost or damaged materials is charged.

 **F. Non-resident Computer Usage**

Computer usage by non-Cedar County residents or non-valid library card holders is $1.00 per hour.

 **G. Book Deposits**

Cedar County Library District charges a deposit on some books. In most cases it covers the cost of the book. The money is returned when the book and receipt are returned to the library. CCLD will not deduct overdue charges from the deposit without the patron's consent.

 **H. Fax**

Faxes are $1.00 for the first page for both sending and receiving, and $0.50 for each page thereafter--sending and receiving. International faxes are prohibited.

 **I. Interlibrary Loan**

Interlibrary loan is free if delivered and sent back with the courier. Otherwise, a fee of $3.00 will be charged for each item requested on ILL to help defray the cost of postage. Overdue ILL items will incur a charge of $1.00 a day with no maximum fine. Current members of the Friends of the Library receive a $1.00 discount. Microfilm charge will be the amount charged by the State Historical Society plus postage.

**J. Lamination**

Lamination can be done by the librarian for a cost of one dollar per page. The library cannot be held liable for damaged materials. The maximum page size is 8 ½ x 11.

**Programming Policy**

 A "program" is a planned interaction between the library staff and the program participants for the purpose of promoting library materials, facilities, or services, as well as offering the community an informational, entertaining, or cultural experience.

 Programming includes such activities as:

* story times,
* films,
* exhibits,
* classes,
* summer reading program for children,
* book discussion groups,
* author signings,
* speakers, and
* other timely activities.

 The board, in conjunction with the library director, will establish a budget and goals for programming to facilitate the effective implementation of this service.

**Volunteers and ‘Friends of the library’**

 The Library Board encourages individuals and groups to volunteer their time and efforts in the service of the Cedar County Library District. In appreciation of volunteer services, the Library Board acknowledges the need to organize volunteer activities and to provide for appropriate recognition.

 A library friend’s group is a formal association of people who unite to plan and execute, in conjunction with library goals and the needs of the library director, programs and events to benefit the library. In particular, a friend’s group is involved in fund-raising for the library and often oversees periodic book sales. Friend’s groups always serve at the pleasure of the library board which is the only body with legal authority to set policy for the development of the library.

**Public Relations Policy**

 Public relations goals of the Cedar County Library District are:

* to promote a good understanding of the library’s objectives and services among governing officials, civic leaders, and the general public.
* to promote active participation in the varied services offered by the library to people of all ages.

**Equipment Use Policy**

 A computer is available to patrons on a first come, first-serve basis. There is no charge to Cedar County Library District residents or valid card holders for use of a computer. To make the service available to as many patrons as possible, a time limit for usage has been imposed. That time limit is one (1) hour, cumulative to two (2) hours per day. Library staff is available for general assistance in using a computer. However, staff is not expected to train patrons in the use of application programs. A printer is available. Printer paper will cost $0.10 per side for black and white, and $.50 per side for color.

 A copier is available to patrons who wish to copy materials. The rate for 8 ½ x 11 $0.10 per side. Color copies are $.50 per side. Copy machine users are advised that there are restrictions on copyrighted materials. Any violation of copyright is the responsibility of the copy machine user.

A lamination machine will be available for laminating paper. Maximum size is copy paper sized (8 ½ x 11.) Librarians will use the laminator for the patron and cannot be held responsible for damage to their material. Cost is one ($1.00) per lamination page.

 A microfilm reader/printer is available for use. Microfilm copies may be made for $0.10 per side.

**Displays and Exhibits Policy**

 As an educational and cultural institution, the Cedar County Library District welcomes exhibits and displays of interest, information and enlightenment to the community. Displays of handiwork, historical material, nature study, or any other material deemed of general interest may be exhibited. The director shall accept or reject material offered for display based on its suitability and availability.

 The library assumes no responsibility for the preservation or protection, and no liability for possible damage or theft of any item displayed or exhibited. All items placed in the library are there at the owner's risk. Photographs of the displayed materials will be kept on file at the library for documentation.

 This policy is subject to the Public Bulletin Board Policy.

**Release-----Cedar County Library District Display and Exhibit**

 I, the undersigned, hereby lend the following works of art or other material to the Cedar County Library for exhibit purposes only. In consideration of the privilege of exhibiting them in the Library, I hereby release said Library from responsibility for loss, damage, or destruction while they are in the possession of the library.

 Exhibition to be held in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Location including the name of which library)

 During\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Description of materials loaned\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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 Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Telephone\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Display items inspected and removed in acceptable condition by representative:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: Date:

**Public Notice Bulletin Board Policy**

 Bulletin board materials may be submitted for posting by nonprofit organizations for civic, educational, or cultural purposes. Such organizations may submit literature publicizing a specific event. Limited space generally allows only short-term notices. The director must approve all postings and may prohibit postings which do not meet library standards. The library will not be responsible for returning materials.