

RIVERHEAD FREE LIBRARY GENERAL POLICIES MANUAL

SUBJECT: FINES AND FEES

PURPOSE: To inform patrons of the Library's policy on fines and fees.

POLICY: The Riverhead Free Library has fees for lost and overdue items.

PROCEDURE: The Board of Trustees has established the following overdue fines:

Overdue Item	Amount Per Day Per Item	Maximum Charge Per Item
Book, Magazine, Audio	\$0.05	\$3.00
VHS, DVD, CD-Rom	\$1.00	\$5.00
Museum Pass	\$25.00	replacement cost

The Board of Trustees has established the following fees:

Library Card Replacement	\$2.00
Lost/Damaged Material	replacement cost
Black/White Photocopy (letter/legal size)	\$0.15
Black/White Photocopy (11x17)	\$0.25
Color Photocopy	\$0.50
Black/White Print-out *	\$0.10
Color Print-out	\$0.25
Program Attendance	varies

* First five (5) printed black and white pages, or two (2) printed color pages are free for Riverhead patrons, per day.