



## **WASHINGTON PARISH LIBRARY**

### **Fines and Fees Policy**

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The Washington Parish Library uses the fines and fees collected to replace damaged or lost materials and replenish office materials such as paper and ink used by the public. All fees are set by the Washington Parish Library Board of Control.

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Washington Parish Library does not charge fines for books or DVDs kept beyond their due date. After a book or DVD is 45 days overdue, the patron is charged for the cost of the item. Patrons are responsible for processing and other fees associated with the repair costs for damaged items and replacement of lost items.

Washington Parish Library does charge fines for technology (e.g. laptops, hotspots) kept beyond their due date. Technology accrues overdue fines of \$10 per day, up to \$100.

### **Service Fees**

- **Printing**
  - Black/White - first five sides free, \$0.10 per side (\$0.20 per sheet) thereafter
  - Color - \$0.50 per side (\$1.00 per sheet)
- **Faxes** - \$1.00 for the first 20 one-sided pages, \$1.00 for every 10 one-sided pages thereafter
- **Copy Machine**
  - Black/White - \$0.20 per side (\$0.40 per sheet)
  - Color - \$0.50 per side (\$1.00 per sheet)
- **Microfilm Reader Prints** - first five sides free, \$0.10 per side (\$0.20 per sheet) thereafter
- **Lamination** - \$.50 per pouch
- **Replacement library card** - \$1.00 per card

- Out-of-parish card: \$10.00 for 3 years

## **Free Services**

- Computer Access for adults and children 12 years and older (with permission of their parent/guardian)
- Wi-Fi at all branches and select community locations
- Scanner Access
- Meeting Room Access
- Programming and Events
- Checkout of Books and DVDs (with a valid Washington Parish Library Card)
- Checkout of Technology (after two months of having a valid In Parish Adult Washington Parish Library Card)

## **Forms of Payment Accepted**

The Washington Parish Library currently accepts the following forms of payment at all locations:

- Cash
- Cashier's Check/Money Order
- Personal Checks

Any forms of payment that are reasonably believed to be invalid will not be accepted.