

# Metuchen Public Library

480 Middlesex Avenue  
Metuchen, NJ 08840  
732-632-8526

## FINES AND FEES POLICY

Fines for overdue materials begin on the day after library materials are due and are accumulated until materials are returned. This includes the day of return, but excludes any day or partial day that the Library is closed. Items returned in the book drop are assumed to have been returned on the date of the prior business day. Fines will accrue up to but not beyond the cost of the item.

Fines and fees may be paid by cash or check. A block will be placed on the patron's borrowing ability if their total fines reach \$5.00 or over. All fines must be paid before patrons re-register for borrowing privileges.

### FINES AND FEES SCHEDULE:

#### Overdue Fines

DVDs and Videos - \$1.00 per item per day with a maximum fine of \$10.00/item  
Music CDs - \$0.20 per item per day with a maximum fine of \$5.00/item  
New Adult books - \$0.30 per item per day with a maximum fine of \$10.00/item  
Juvenile/Parenting Collection - \$0.10 per item per day with a maximum fine of \$5.00/item  
All Other items - \$0.20 per item per day with a maximum fine of \$5.00/item  
Interlibrary Loans (outside LMXAC) - \$0.50 per item per day, no maximum  
Museum Pass - \$10.00 per day with a maximum fine of \$30.00 per pass

#### Lost & Damaged Materials

Lost and damaged materials will be charged for the replacement cost of the item plus a \$5.00 processing fee. Your payment will NOT be refunded if you find the lost item.

Replacement CD (Audio Book) - \$10 per CD

Damaged AV Case - \$3.00

#### Interlibrary Loan

Out of State Postage - \$3.50

Hold Items – Metuchen Residents: FREE; non-Metuchen Residents: \$0.25 per item

Overdue Fines (items from outside LMXAC) - \$0.50 per item per day, no maximum

#### In-House Circulation

The replacement fee for an in-house use item will be the cost of the item plus accrued overdue fines. In-house use items not returned on time will be subject to a late fee of \$5 per half hour. Payments of late charges will be added to the borrower's library account and must be paid before in-house use privileges will be reinstated.

A \$5.00 fine plus replacement cost of any damaged or missing parts of the borrowed item will be charged if the item is left on the Main Service Desk without staff attendance. The borrower's future in-house use privileges may also be revoked. In-house use items not returned to the Main Service Desk before closing time will be considered lost and subjected to a replacement fee. The replacement fee will be accrued to the borrower's account and future in-house use privileges may also be revoked.

### **Other Fees**

Feature Films - Metuchen Residents: FREE; non-Metuchen Residents: \$1.00 per loan period

Replacement Library Card - \$3.00

Resident Library Card - FREE with proof of residency within Metuchen Borough

Non-Resident Library Card – FREE with proof of employment within Metuchen Borough

Other Non-Resident Library Card - \$75 per year

Black & White Photocopies and/or Computer Printouts - \$0.20 per side

Color Photocopies and/or Computer Printouts - \$0.50 per side

FAX - \$1.00 per page (national); \$2.50 per page (international)

Scanning – self-service: FREE

Wireless Printing – same as computer printouts

3D Printing, regular ABS or PLA filaments – \$0.10 per 0.1 meter of materials used

3D Printing, glow-in-the-dark ABS or PLA filaments – \$0.15 per 0.1 meter of materials used

Notary Public Service --\$2.50 per notary signature

Re-affirmed – May 26, 1977

Revised and Expanded 2/12/1992

Revised and Expanded, 1<sup>st</sup> /Reading 1/14/2014

2<sup>nd</sup> Reading and adopted 2/11/2014

Revised and Expanded 9/9/2014

Revised and Expanded 6/9/2015

Revised and Expanded 10/13/2015

Revised and Expanded 01/10/2017

Revised and Expanded 2/19/2019

Revised and Expanded 6/11/2019