

## Appendix E

### Miscellaneous Charges

As a general rule, authorized employees may levy and collect charges for the following lost or damaged items. When in doubt, consult the Director, Circulation Manager, or Accounts Manager:

<u>Item</u>	<u>Cost</u>
DVD Case (Lost or damaged):	\$1.00
Audiobook CD Case (based on number of discs)	
2-10 discs	\$5.00
11-12 discs	\$6.00
13-20 discs	\$7.00
21 or more	library cost
Music CD Jewel Cases (Lost only)	\$1.00
Barcodes (Missing or Damaged)	\$2.00
Interlibrary Loan Cards or Paperwork	\$4.00
Certified letter mailed	\$10.00
Returned checks	Bank fee plus \$10.00
If contacted about bad checks and pay with cash or Online within 1 month from the date of the original check	Bank fee only & waive the \$10.00
Nuisance fee for excessively soiled items	\$2.00 per item