

FEES AND FINES

The Evans Public Library District has established, in addition to the schedule for lost or damaged items, the following schedule of fines for overdue materials as well as fees for other services provided by the Evans Public Library District.

Overdue materials

Evans' materials: \$.10 a day not to exceed \$2.00 per item

Fees

Small Business Administration Grant materials: \$20.00 deposit per component. There is a \$5 per day late fee. Unused deposit will be returned. The loan period is three days. Patron must have a valid Evans Public Library Card and be over 21 years old. A current photo ID and contact information must be provided at time of checkout. All components must be seen by library staff before renewal will be granted. (Components: projector and portable screen, camcorder)

Copies:

Black and white copies
\$.25 for 8.5 x 11
\$.25 for .5 x 14
\$.50 for 11 x 17

Color copies
\$.50 for 8.5 x 11
\$.50 for 8.5 x 14
\$.75 for 11 x 17

The cost of photocopying materials requested under the Freedom of Information Act (Public Act 83-1013) will be the same as the standard fee for photocopies. The patron will bear the cost of certification if required. The Friends of the Evans Public Library will not be charged photocopy fees for official Friends business.

Faxing:

The fax machine is available for use by the public to send faxes free of charge. A staff member must assist the patron in faxing their documents. Only outgoing faxing are allowed. The library will not receive faxes for the public.

Laminating:

The fees for laminating are:

- \$0.50 for 4x6
- \$1.00 for 8.5x11
- \$1.50 for 8.5x14

Receipts

The library staff shall issue a written receipt for all fines, fees, and gifts of \$5.00 or more.

Revised 5/9/23

Revised 5/14/24

Revised 5/13/25