



**Glenview
Public
Library**

Fee Policy

Purpose

The Glenview Public Library endorses and commits itself to the concept of offering all basic library services and materials at no cost to residents. However, in some cases, fees are required for offerings that are considered above and beyond standard library services and for library materials that have been lost or damaged.

Policy

1. Fees are charged for the following library services:
Meeting room rentals and set-ups, copies, prints and fax services.
2. The Library may sell items for patron convenience and library promotion based on the cost to the library.
3. As a convenience to patrons, the Library may offer special services such as license plate sticker renewals for a service fee.
4. Patrons will be charged the cost of the item plus a processing fee for lost or damaged materials. Those who accrue over \$25.00 in fees for lost or damaged materials will be referred to a collection agency and a fee will be added to their account.
5. Refunds will be issued for items returned within 30 days from payment.

Guidelines

1. When fees for a service are considered, a staff study report and recommendation will be brought to the library board for evaluation and approval.

*Adopted by the Glenview Public Library Board of Trustees on December 18, 1991
Revised: April 21, 2022*