

Fees and Fines Policy

Red Bud Public Library provides various services that are open to the community, such as faxing, printing, and copying. These services come with a small fee to users to ensure the Library can upkeep the maintenance to keep these services available to the community.

All fees are due at time of service, and are payable with cash or check at the Circulation Desk.

Printing/Copying Fees

The Library's printing and copying services are done by Library staff, behind the Circulation Desk. The copier/printer does not have wireless capabilities to connect to personal devices.

The standard paper size of 8.5 x 11 inch paper is used as default, but upon request, users can use 8.5 x 14 inch and 11 x 17 inch paper (fees are adjusted accordingly).

The fees for copying/printing are:

Black and White	8.5 x 11 inch	\$0.25 per page
	8.5 x 14 inch	\$0.25 per page
	11 x 17 inch	\$0.75 per page
Color	8.5 x 11 inch	\$0.75 per page
	8.5 x 14 inch	\$0.75 per page
	11 x 17 inch	\$1.00 per page

For all copy and printing services, front and back sides are counted as 2 separate pages, and amount to the total fee to be paid upon service.

Printing can be done from a Library public computer for the same fees as above. Users are responsible for paying the fee for all pages printed, regardless if the page(s) are needed or not.

Faxing

The Library offers faxing services for the community. Faxing services are done behind the Circulation Desk by Library staff.

Faxing fees are:

\$1.00 per page

As with printing/copying, front and back sides are counted as 2 separate pages to amount to the total fee to be paid upon service.

The Library can provide a fax cover sheet upon request; it is an addition to the total number of pages faxed and the total amount to be paid.

Faxes can only be sent to the Continental U.S.A.

A confirmation sheet will be printed out and given to the person for their records; no additional fee.

At the request of a sender/recipient, a fax can be sent to the Library to be picked up. The fee will be charged and expected to be paid by the individual who picks up the fax.

The Library does not assume responsibility for faxes sent to the Library when not notified, nor contacting the person for whom the fax is for. It is the responsibility of the sender and/or recipient to make arrangements with the Library and the person to pick up the fax.

Faxes sent to the Library intended for pick-up will be held for 3 days before being discarded.

Fines

All library loaned material is subject to overdue fines if returned or renewed after the due date.

Patrons are responsible for all fines on their library account to be paid in a timely manner.

Please refer to the 'Circulation Policy' regarding fines for overdue materials.

Adopted November 12, 1998

Revised April 10, 2003; June 12, 2008; June 9, 2011; November 9, 2023; October 10, 2024