

# Schedule of Fines and Fees

**APPROVED BY:** Board of Library Trustees  
**APPROVAL DATE:** October 28, 2021  
**EFFECTIVE DATE:** November 1, 2021  
**NEW ( ) REVISED (X)**

## Library Cards

Library Card Fees	
Replacement of lost library card	\$3.00 each after one free replacement
Subscription Card	\$85.00 annually
Public Library Access Card (PLAC)	Fee established by State of Indiana annually
Replacement of lost paper PLAC card	\$1.00

## Circulation

Fines and Fees	
Overdue Fine: Equipment	\$1.00 per item/per day. Up to a maximum of \$5.00 per item
Overdue Fine: 21-day and 7-day holdable materials	\$0.25 per item/per day. Up to a maximum of \$5.00 per item.
Interlibrary Loan (ILL) materials	\$1.00 per item/per day. Up to a maximum of \$5.00 per item
Lost, Damaged, or Incomplete materials	Replacement cost of the item as recorded in the ACPL database or the current default price established by the Library.
Cataloging & Processing Fee for Lost, Damaged, or incomplete materials	The library assesses a \$5.00 processing fee for every Lost or Damaged item to cover additional costs accrued in the replacement of items. This fee is not refundable.
Non-sufficient Funds – Check	\$20.00 per check
Collection Agency Referral	\$10.00 per account/per referral. Accounts are referred to collection when the amount owed exceeds \$35.00.

**Other**

Miscellaneous Library Fees	
3D Printing	\$1.00 hour
Bags	\$7.00
Legal Packet: Divorce with Children	\$3.00
Legal Packet: Divorce without Children	\$2.00
Earbuds	\$1.00
Faxing	\$1.75 first page \$1.00 each page thereafter as set by the vendor.
Flash Drives	\$2.00
Parking	\$1.00 per hour up to \$7.00 unless ticket is validated.
Printing/Copies	\$0.10 per side