

# Schedule of Fines and Fees

**APPROVED BY:** Board of Library Trustees  
**APPROVAL DATE:** March 24, 2022  
**EFFECTIVE DATE:** March 28, 2022  
**NEW ( ) REVISED (X)**

## Library Cards

Library Card Fees	
Replacement of lost library card	\$3.00 each after one free replacement
Subscription Card	\$87.00 annually
Public Library Access Card (PLAC)	Fee established by State of Indiana annually
Replacement of lost paper PLAC card	\$1.00

## Circulation

ACPL charges adults and businesses fines for overdue materials as outlined in the below table. Patrons age 17 and under do not accrue overdue fines but are still responsible for the replacement cost of lost materials.

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	\$24.00 per check
Material Recovery Referral	\$10.00 per account/per referral. Accounts are referred to a material recovery service 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