

EASTTOWN LIBRARY & INFORMATION CENTER

POLICY AREA: CIRCULATION & SERVICES

POLICY NAME: FEES

ADOPTED: 8/1990

LAST REVISED: 3/15/2017

FEES POLICY

The Easttown Library Board of Trustees may institute fees for services to help defray the costs of providing those services. The circumstances under which fees may be charged include:

Providing a service that incurs an additional cost to the Library with each use (e.g., making photocopies, printing from computer workstations, materials for programs).

Providing services for which funding is not otherwise available (e.g., sending and receiving faxes, notary public).

Providing Library facilities to outside groups and organizations (e.g., meeting room rentals).

Providing the time and specialized expertise of Library staff (e.g., computer classes, scheduled one-on-one training opportunities, outreach programming).

Providing certain popular and high-demand items (e.g., rental copies of bestsellers, books on CD, DVDs/Blu-rays, video games, Hot Spots).

Easttown Library staff has the discretion to waive fees in appropriate circumstances, including financial need or responding to a request for accommodation based on disability.