

Public Policy

Fines & Fees

FEES AND DEPOSITS

1. Library Cards

Clinton Township Resident	No charge
Non-Resident	\$10.00 per family annually
Replacement Card	\$1.00

2. Overdues

No daily overdue fees

Daily overdue fines will not be assessed for late items, however items 30 days or more overdue will be treated as lost, and a fine for the replacement cost of the item plus a processing fee will be billed to the patron's account. If the item is returned after the patron pays the replacement fee but before the replacement has been purchased, the patron may receive a refund minus the processing fee. In most cases, replacements will be purchased within 24 hours of receipt of payment. See Lost, Damaged, and Replacement Charges for calculation of replacement cost.

3. Copies

Copy machine: Letter and legal size \$.10 per side Copy machine:
Ledger size (11' x 17') \$.20 per side

Color (5-page limit): \$.50 per side

4. Faxes

First 10 pages: \$2.00
Pages 11+\$.25 per page

5. Lost, Damaged, and Replacement Charges

The replacement cost will be based on the current retail price for items still in print or based on the cost of comparable material for out-of-print items. In addition, a reasonable processing fee will be charged to recover the cost of processing the item, including covering, printing, and labeling. In the case of damaged materials, a reasonable fee will be charged to cover the cost of supplies for the repair. If an item is damaged beyond repair, the borrower must pay the full replacement cost including a processing charge. For material borrowed via interloan, the lending library will determine any costs for lost or damaged materials.

Material returned after having been withdrawn from the library's records may be donated back to the library. However, to offset the cost in staff time and supplies to re-instate the item, no refunds will be issued.

6. Meeting room fees

Non-profit groups:	No charge
Non-profit groups (outside regular hours):	\$25.00 per hour for any part of an hour
For-profit groups (regular hours only):	\$25.00 per hour for any part of an hour

7. Laminating

Only staff will operate laminating machine. Patrons can use their own (3mm or 5mm) laminating sheets.

Use of machine: \$1

Per library-provided 8.5"x11" laminating sheet: \$1

8. Button Machine

Only staff will operate the button machine. Patrons can make buttons in increments of 6. Price of printing included in total price.

6 buttons: \$3

Approved May 17, 2021

Amended: May 19, 2025

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