

**Jack Russell Memorial Library
Library Services Fee Policy**

Library Service	Fee Amount
OVERDUES	
Books, Music CDs, Audiobooks, Playaways, Read-Alongs, Vox Books, Magazines, Thingery Items (excluding Adventure Passes)	\$.10 per day, per item
DVDs, Blu-Rays, Video Games	\$1.00 per day, per item
Adventure Passes	\$10.00 per day, per item
DAMAGES	
General Damages (tears, rips, new covers, etc.)	Varies by damage – see Management Staff for cost
Lost/Damaged tray insert for media case	\$2.00
Lost/Damaged DVD, Blu-Ray, Music CD Case	\$3.00
Lost/Damaged Playaway Case	\$8.00
Lost/Damaged Playaway Lock or Battery Cover	\$2.00
Lost/Damaged Video Game Case or Lock	\$4.00
Lost/Damaged RFID Tag	\$1.00
Lost/Damaged Media Cover (Color copy + barcode)	\$5.00
Lost/Damaged Item Barcode	\$4.00
Lost/Damaged Book Insert (Map, pattern, etc)	\$5.00
Lost/Damaged Spine Label	\$3.00
Lost/Damaged Blue/Green Kit Bag (Childrens)	\$16.00
Lost/Damaged Playaway Battery Cover	\$2.00
Lost ILL Paperwork	\$3.00
THINGERY FEES & DAMAGES	
Adventure Pass returned in either book drop instead of to staff	\$10.00 per item
Lost/Damaged Tote Bag	\$15.00
Lost/Damaged Plastic Bag	\$1.00
Lost/Damaged Contents Page	\$2.00
Lost/Damaged Instructions	\$3.00
Lost/Damaged Book Kit Information Packet	\$5.00
COPIES/FAX	
8 ½ x 11 or 8 ½ x 14 Black & White Copy	\$.10 per side
11 x 17 Black & White Copy	\$.25 per side
Color Copies (Any Size)	\$.50 per side
Microfilm Black & White Copy	\$.10 per side
Fax – Incoming or Outgoing (Domestic Only)	\$1.50 for 1 st page, \$1.00 each page after
MISC CHARGES	
Heritage of Hartford Book	\$12.00
Heritage of Hartford Supplemental Book	\$2.00
Replacement Library Card	\$5.00
Library Fixtures & Furnishings	Varies – determined by item damaged

Approved by the Jack Russell Memorial Library Board of Trustees – September 13, 2017; Revised 1/12/2022; Revised 3/19/2025