


C. Renewal Rules

1. All library materials except those on reserve, in demand, or those governed by special regulations, may be renewed for up to two (2) loan periods (*as outlined in section B3 above*), either by telephone, in person, or on-line.
2. Materials from other libraries are governed by the renewal policy rules of the lending library.



D. Fines

1. The Greenwood Lake Public Library charges fines for overdue library materials. Patrons will be notified of overdue library materials by telephone or by mail. If, after three (3) months, the overdue materials have not been returned, the patron may be billed for the cost of the items, or court action may be initiated.
 - a. Amounts over \$50.00 are eligible for court action.
 - b. Patrons who return overdue materials after court action has been initiated may be subject to a \$150.00 fee plus court costs.
 - c. Patrons who return overdue materials after court action has been taken may have their borrowing privileges revoked permanently. They may be reinstated after formally requesting reinstatement from the Board of Trustees by submitting this request in writing to the Library Director, who will present it to the Board for consideration.
2. A charge, paid directly to the Greenwood Lake Public Library, is made for any lost ANSER card, as follows:

1st instance	\$1.00
2nd instance	\$2.00
3rd instance	\$3.00 and so on....
3. Greenwood Lake Public Library will charge \$.20 per day for each overdue "new" book and \$.10 per day/each for all other overdue books, audio books, periodicals, or music CDs. Senior Citizens do not pay a fine for these items, unless they are overdue for a period of thirty (30) days or more. However, seniors are responsible for late fines incurred on videos, DVD's, blu-rays and video games.
4. Fines for videos, DVD's, blu-rays and video games are \$1.00 per day.
5. Fines are not assessed for any days the library is closed, opens late or closes early.

6. A maximum of \$5.00 in fines per item is enforced, unless that item is deemed lost, at which time the patron will be responsible for the cost of the item.

E. Damaged or Lost Library Materials

1. Lost materials are subject to a charge to be determined by the Library Director according to the price of the item(s).
2. Damaged materials are subject to a charge at the discretion of the Library Director.
3. BOOKS IN PRINT (most recent edition) or shelf list prices will be used to determine the cost of replacement.
4. Library materials may be considered lost if missing from the library for a period of three (3) months.

F. Photocopy, Fax, Scanning and Laminating Services

1. Photocopying, fax, scanning and laminating services are available at the Greenwood Lake Public Library on a fee basis.
2. Copies may be made and faxes sent or received on the library's equipment for the per-page charge posted at the machines.
3. The first \$3.50 in photocopying charges are free to local non-profit groups, students' school-related work or for reference material.
4. The first 3 pages of scanned material is free; the fee for all pages thereafter is \$.25 per page.
5. The fee for laminating is \$1.00 per page.
6. The Library strongly suggests that patrons make appointments for large scanning or laminating services since library staff may not always be available to perform these services or cannot devote the time needed to scan or laminate more than 5 pages.
7. Patrons must engage a staff member to perform photocopying, fax, scanning or laminating services.
8. The library abides by Title 17, U.S. Code, Copyright Law of the United States concerning copyright restrictions as follows: