



Kendallville Public Library

Providing access to information...for life.

Schedule of Fees

Adopted by the Kendallville Public Library Board of Trustees 9/11/2023

Copies/Prints & Fees

A copy/print machine will be provided for public use. Patrons may use the copy machine and pay the desk attendant when finished if a coin operated machine is not available or if printing wirelessly. Library staff will assist or provide brief instruction if necessary or upon request. Privacy is an integral objective for the library; therefore, library staff are discouraged from touching patron devices and may not enter personal information on behalf of patrons. The Kendallville Public Library is not responsible for the improper or illegal use of copies of materials from its collection or other outside resources. It is the user's responsibility to guard against infringement of rights that may be held by others and for clearing reproduction rights and copyright restrictions.

Letter/Legal Size	\$0.10 per printed side (B&W)	\$0.25 per printed side (Color)
11x17	\$0.20 per printed side (B&W)	\$0.50 per printed side (Color)

Note: Stated cost applies even if using own paper.

Cortex Supplies

- 12x12 Cardstock \$0.10
- 12x12 Heat Transfer Vinyl \$1.30
- 12x12 Self-Adhesive Vinyl \$0.30
- 6x6 Transfer Tape \$0.60
- Fabric Pieces \$0.80
- Pouch Lamination \$1.00

Note: While supplies last.

Faxes

Domestic faxes are \$1.00 per side.

International faxes are \$4.00 for the first side and \$1.00 for each subsequent side.

Fines & Fees

The Kendallville Public Library became "fine free" in January 2019. All materials checked out at the Kendallville Public Library, with the exception of mobile hotspots, Cortex kits, yard games, museum



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passes, and items in the video game collection, will not incur overdue fines. However, overdue fines may still be imposed when items are checked out at other Evergreen Indiana Libraries.

Evergreen Indiana library fines and fees may be paid at any Evergreen library. Patrons may pay all or a portion of overdue fines. A patron's record will remain blocked or barred until the fines and fees are paid or the patron has resolved the matter with the particular library to restore his or her privileges. A patron may be (or remain) "blocked" if related group or family member cards are "blocked."

Lost/Damaged Items

New, replacement copies are accepted for lost or damaged KPL items, only and cannot be accepted on behalf of other library systems.

Marketing Services

The Kendallville Public Library recognizes community non-profits need special, periodic printing services. Non-Profit organizations and Community partners may request bulk printing from the Kendallville Public Library Marketing Department, dependent on staff time and available resources. Public print costs apply. A discount of up to 30% for copy costs may be authorized by the Executive Director for items benefiting the community. Proof of non-profit status is required.

Submissions must be given to the marketing manager by the end of the close of business on the 1st and 3rd Mondays of the month. Staff will make every effort to have items printed and ready for pick-up by the 2nd and 4th Thursday of each month. Library printing takes priority over community print jobs. The library is not to be held responsible for missed deadlines due to equipment failure and other circumstances beyond our control.

Patrons are encouraged to proof before submitting their document. The marketing manager is not responsible for designing or editing patron projects. The library is not responsible for typos, errors, etc. All submissions must be in **PDF format** and can be submitted electronically by email to marketing@kendallvillelibrary.org.

- Banners (make sure your PDF is designed according to size)
 - Up to each 1Ft. in length = \$2
- Copies
 - Black and White - \$0.10 per 8.5x11 side; \$0.20 per 11x17 side
 - Quantities are limited up to 1,000 pages, front and back (optional)
 - Color - \$0.25 per 8.5x11 side; \$0.50 per 11x17 side
 - Quantities are limited up to 1,000 pages, front and back (optional)
- Laminating



Kendallville Public Library

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- Up to each 1Ft. in length = \$1

*All print jobs costing over \$100 require 50% payment at time of order.

Meeting Rooms

Kendallville Public Library

Rooms	Nonrefundable Fee
A	\$30
B	\$30
A+B	\$60
1, 2, 3, 4, Board Room (not available for parties)	\$20
C	\$60
D	\$60
C+D	\$120

Limberlost Branch

Rooms	Nonrefundable Fee
Large Meeting Room	\$30
Small Meeting Room (not available for parties)	\$20

*Equipment or furniture damage at repair or replacement cost if determined to be more than the room fee.

Mobile Hotspots

If a device is returned in the outside drop box, a \$10 fee will be added to the patron's account. Overdue hotspots will incur a fee of \$2.00 per day, with no grace period, up to \$10.00. Devices that are more than 1 day overdue will be deactivated and fines will accumulate until the device is returned. If 3 checkouts resulting in overdue fees occur within a 6 month period, the patron will be prevented from checking out and/or holding a device for 60 days. Total replacement cost of the hotspot is \$225. Replacement cost for a missing charger is \$15 and the cost of a missing case is \$10.

Public Library Access Card (PLAC)

The PLAC cost is annually set by the ILHB with the amount for 2023 being \$65.



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Replacement Library Card

\$2.00

Scanner & Fees

A scanner is available for public use. Costs for printing scanned items are the same as the copy/print fees above. There is no charge for scan to email.

Subscription Cards

Patrons living in an area not served by the Kendallville Public Library may purchase a subscription card. The card expires March 1st of each year. The Kendallville Public Library Friends of the Library (FOL) underwrites a portion of the subscription cost. Annual costs may vary from year to year. Our current subscription card cost is broken down as follows:

- FOL Fee - \$48
- Non-Resident Patron Fee - \$45