

Carter Lake Public Library

Financial Policy

FEES

Lamination

- The library can laminate on an 8x11 size sheet for \$0.25. Patrons may arrange the materials in the laminate sleeve, but only a library staff member may feed it through the machine.

Copy Machine/Computer Printouts

- The library will charge \$0.10 per page for all black and white copies. Color copies are \$0.25 per page.

Fax Machine

- The library will send and receive faxes for \$1.00 for the first page and \$0.25 for each additional page. Cover sheets are available at no cost. Patrons who receive a fax will pay the cost of printing the documents based on how many pages and whether they're black and white or color copies.

Notarize

- The library does not charge to notarize documents.

Lost/Damaged materials

- Any patron who loses or damages library materials will be assessed a fee based on the purchase price of the material. All costs must be paid by cash or check.
- Patrons will have the option to buy a replacement item, as long as it isn't a used copy.

Community Passes

- If a card is not returned or lost the patron checking out the card is responsible for the replacement cost. This cost will be applied to your account and you will lose library privileges until the account is satisfied.

Replacement Fees for Community Passes

Omaha Children's Museum Pass - \$550.00

Durham Heritage Museum Pass - \$200.00

Fontenelle Forest Pass - \$300.00

Lauritzen Garden Pass - \$272.85

Library of Things

- Patrons are financially responsible for any damage to a Thing while in their possession. A \$5 cleaning fee will be assessed if an item returns dirty. A \$1 late fee will be charged for each day it is overdue.

Non-resident

- Non-residents can purchase a library card for \$35.00 per individual and \$50 for a family per year.

Overdue books

- The library does not charge overdue fines for materials. Once an item is 60 days overdue it will be considered lost and a replacement fine will be issued. If the item is returned undamaged the fine will be waived.

Donations

- Donations must be in good condition. Free of mold, mildew, stains, or cigarette smoke.
- VHS tapes, periodicals, encyclopedias, textbooks, music CDS, books on CD, and non-fiction titles over ten years old will NOT be accepted.

Memorials

- Memorials will be handled on an individual basis by the director and library board.

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Amended June 2023
Amended November 2024
Amended March 2025