

Service and Replacement Fees Policy

The Crawfordsville District Public Library charges fees for various services and replacement of lost or damaged items. Some fees are derived from calculations set by state or federal law, average costs for items in that category, or the actual cost of the item.

Service Fees

Item Type	Fee & Duration
Items available for purchase	
Books, Friends of Carnegie Museum	Various prices
Books, Book Sale	Various prices
Canvas library tote bag	\$11.00 each; includes tax
Flash drives	\$3.00 each; includes tax
Gift shop items, Friends of Carnegie Museum	Various prices
Headphones	\$1.00 each; includes tax
Library accounts for nonresidents	
Non-resident Library Card	\$72.00 in 2023; based on Indiana State Library calculation
Visitor's Card	\$15.00 for 1-3 months; \$25.00 for 4-8 months; \$64.00 for 9-12 months
Public Library Access Card (PLAC)	\$65.00 in 2024; set annually by Indiana State Library
Local history research/copying fees	
Images	\$10.00 for up to 5 images or 1 video on a flash drive/CD
Persons and firms database; archival or general copy requests	\$1.00 per item, listing, or file; maximum of 5 per request
All other research and copy requests	\$2.00 per listing, record, page, or article; maximum of 5 per request
Other services	
Prints/copies from public computers, microform machines, and photocopiers	\$0.10 per page, per side (b & w); \$0.25 per page, per side (color); under certain circumstances, the first five copies may be free
Debt collection fee	\$15.00; charged two weeks after the date on the billing notice for lost/damaged material fees that exceed \$25.00
Fax, outgoing/incoming	\$1.00 per page per side
Insufficient funds check	\$25.00 per instance
Interlibrary Loan	All applicable fees pre-approved by patron
Interlibrary Loan, overdue fine	\$0.00 for loaned items; lending library's policy applies to borrowed items
Meeting Rooms, usage fees	\$25.00 per hour for for-profit entities or private parties; \$0.00 for nonprofit or government agencies
Meeting Rooms, additional fees	\$25.00 each for food; room setup/breakdown; or failing to leave by closing, picking up debris, or returning the room to original setup
Overdue item	\$0.00; after 45 days, the item will be marked as "Lost," which will incur a replacement fee

Standard Material Replacement Cost

Item Type	Fee per Item
Library card	\$1.00 per card
Print items	
Adult Nonfiction	\$28.00
Adult Fiction	\$25.00
Juvenile Fiction/Nonfiction	\$17.00
Mass Market Paperback	\$8.00
Trade Paperback	\$17.00
Large Print	\$30.00
Periodicals (magazines)	\$5.00
Media items	
Book on CD	\$48.00
Book on CD - Each additional CD	\$7.00
Book on CD - Lost CD replacement	\$7.00
DVD - Adult Feature Film	\$20.00
DVD - Adult Nonfiction	\$26.00
DVD - Children's Film	\$15.00
Music CD - Adult	\$16.00
Music CD - Children's	\$14.00
Processing items	
CD/DVD Case - Single disc capacity	\$5.00
CD/DVD Case - 4-Capacity	\$8.00
CD/DVD Case - 6-Capacity	\$9.00
CD/DVD Case - Lock	\$1.00
CD/DVD Case - Artwork (color copy)	\$0.50
RFID tag	\$0.65
Barcode	\$1.00
Labels	\$0.25
Bag for j B and J CD items	\$5.50
Library of Things items	
Mobile hotspot	\$198.00
Chromebook	\$198.00
Backpack with 12 items included	Items priced individually in catalog record
Puzzles	\$0.00 - donated

This is a revision and expansion of the Standard Material Replacement Cost policy, which was last approved by Crawfordsville District Public Library Board on November 10, 2011.

Revised and approved: May 13, 2021; September 23, 2021; January 11, 2024