



JEFFERSON COUNTY LAW LIBRARY

SERVING THE COURTS, ATTORNEYS, AND PUBLIC SINCE 1885

LIBRARY BILLING POLICIES

Photocopying

The library has a coin operated/vendor card copy machine for patron use. The machine settings are standardized to provide service to the majority of users and cannot be adjusted for individual purposes. Library personnel cannot be responsible for the quality of copies or for copies produced because of patron error. Check Out Desk staff cannot refund coins lost in the machines, but may be able to make replacement copies if the problem is reported immediately and can be verified. It accepts quarters, dimes, nickels, \$1, \$5, and \$10 bills; and vendor copy cards. It **does not** take debit or credit cards. Copies are \$0.20/page.

Copy jobs performed by staff are \$0.40/page

Patrons may purchase a copy card at the circulation desk. The library will keep the card on premises for the patron if requested.

The library **does not** accept debit or credit cards.

Print Copies/Scan/Email

Patrons are allowed to print from the computers. The library charges \$0.25/page, \$0.40/legal size.
(See also Fines & Penalties.)

If an attorney has a service request that requires that the library staff copy & mail/scan/email a document, the charge is \$3.00 per document/citation. (See also Fines & Penalties.)

The library does not have a fax machine.

Billing

The library will bill attorneys who have sent a service request by phone, email, or the website at the end of each month. The attorney will receive a statement detailing the charges and has 30 days in which to remit payment. Late payments are subject to additional charges and/or collection action. (See Fines & Penalties.)

Fines & Penalties

The Law Library will impose a fine for overdue books. Fines are \$1.00 per day, per volume, plus a \$2.00 per notice fee. Bar Members have 30 days in which to pay late fees. Fines not settled within the grace period will be forwarded to the Presiding Judge and may be subject to a Show Cause Hearing.

For an item damaged or lost, the Library will charge a \$20.00 replacement fee, plus the cost of the book in addition to any outstanding fines on that book.

Fines continue to accrue until the book is returned. If the book is not returned and the fee unpaid, the patron's privileges will be suspended until the debt is settled.

Printing or copy fees that are not settled at the end of the business day will result in loss of library privileges until the debt is satisfied. If fees are not paid within the required time limit, the issue will be forwarded to the Presiding Judge and may be subject to a Show Cause Hearing.