



Printing & Damage Fees

Printing & Overdue Fees

- B&W page ≤ 5 ----- No charge
- B&W page 5 > ----- \$0.15/page
- Color ----- \$0.30/page
- Overdue item ----- \$0.25/day (after 3-day grace period)
- Lost item ----- Replacement cost¹ (RC)

Lamination Fees

- Large sheet (8.5 x 11) ----- \$1.00/sheet
- Medium sheet (4.25 x 6.25) ----- \$0.75/sheet
- Small sheet (3.7 x 5.3) ----- \$0.50/sheet
- Card sheet (2.2 x 3.7) ----- \$0.25/sheet

Item Damage Fees

- Item damage
 - Cover/spine damage (minor) ----- No charge
 - Cover/spine damage (major/repairable) ---- \$1.50/item
 - Cover/spine damage (non-repairable) ----- RC
 - Detached page(s) (retained/repairable) ----- \$2.00/item
 - Detached page(s) (missing/unrepairable) --- RC
 - DVD/CD scratch (minor/still useable) ----- \$1.50/item
 - DVD/CD scratch (major/unusable) ----- RC
 - Electronic items (minor/ usable) ----- \$5.00/item
 - Electronic item (major/unusable) ----- RC
 - Liquid/water damage (minor) ----- \$1.00/item
 - Liquid/water damage (major) ----- RC
 - Marked page(s) (minor removable) ----- No charge
 - Marked page(s) (minor unremovable) ----- \$1.00/item
 - Marked page(s) (major/text unreadable) --- RC
 - Torn page (minor) ----- No charge
 - Torn page (major/repairable) ----- \$1.00/item
 - Torn page (major/unrepairable) ----- RC

¹ The replacement cost of an item depends on the cost of the original item. Amount may vary.