



<b>SCHEDULE OF CHARGES</b>	
Policy # 4003A	Effective Date 1/4/2022

**I. POLICY STATEMENT**

The Library Commission shall establish a Schedule of Charges, which shall be reviewed annually. This Schedule will identify the fees and costs to be charged for lost or damaged Library materials, printing and copying services, use of Library meeting rooms, as well as other types of costs the Library charges to its users.

**II. POLICY**

This Schedule of Charges is established with the intent to reflect the actual administrative and/or out-of-pocket costs incurred by the Library with respect to each item of charge. Other miscellaneous costs not included in this schedule will be charged based upon the actual cost incurred by the Library.

Certain fees and costs allowed to be charged under this Schedule, such as charges for lost or damaged Library items, and rental rates for meeting rooms, must be applied pursuant to the criteria and guidelines established in the applicable Library policies.

This policy also includes provisions regarding collection of overdue accounts.

**III. SCHEDULE OF CHARGES**

<b>LOST OR DAMAGED LIBRARY ITEM FEES AND CHARGES</b>	
Items lost, destroyed, or damaged beyond use	List price as indicated in the Library's system; however, with respect to certain materials acquired prior to 2009 under the previous default pricing structure, the applicable charge shall be as indicated in Library's system regardless of the current list price.
Disc damaged or missing from a Book on CD	\$10 per disc
Disc damaged or missing from a multi-disc DVD set	\$10 per disc
Damaged or lost LINK+ item	\$25 (placeholder amount) - actual fee to be charged will be determined by lending library
Referral to Collection Agency	\$10 per referral

<b>PRINTING AND PHOTOCOPYING FEES</b>	
Printing (black and white)	\$0.15 per page
Microfilm printing (black and white)	\$0.15 per page

Color Printing, any type	\$0.50 per page
Black and white photocopies (letter and legal)	\$0.15 per page
Black and white photocopies (11x17)	\$0.30 per page
Color photocopies (letter and legal)	\$0.50 per page
Color photocopies (11x17)	\$1.00 per page

<b>PHOTOGRAPH REPRINT FEES</b>	
5x7	\$10.00
8x10	\$14.00
11x14	\$40.00
16x20	\$75.00
20x24	\$90.00
24x30	\$100.00
<b>PHOTOGRAPH SCAN FEES</b>	
5x7	\$10.00
8x10	\$10.00
11x14	\$20.00
16x20	\$30.00
20x24	\$30.00
25x30	\$30.00

<b>ITEMS FOR SALE</b>	
Flash drive or disk	\$3.00
Earbuds	\$1.50

<b>FEE-BASED RENTAL OF LIBRARY MEETING ROOMS*</b>	
Rental period of 0-4 hours	\$75
Rental period over 4 hours, up to one day	\$150

\* Policy #4008, Policy for the Public Use of Meeting Rooms, contains criteria for free reservation and fee-based rental of Library Meeting Rooms.

#### **IV. COLLECTION OF DELINQUENT CHARGES**

The Library will send billing notices to patrons who have delinquent accounts which total more than \$100. If a Library Card account remains delinquent thirty (30) days after a billing notice has been sent, the Library shall forward the account to its contracted collection agency for recovery.

If an account is referred to the Library's collection agency, the cardholder shall be required to pay a \$10 service fee in addition to the amount due on the Library Card account.

#### **V. REVISION HISTORY**

**Policy #:** 4003A

<p><b>Effective Date:</b> 01/04/2022  <b>Significant Changes:</b> Added fee for missing disc in multi-disc DVD set; replaced Interlibrary Loan with LINK+; adjusted meeting room rental fees; added general information about other miscellaneous charges  <b>Approved by:</b> Library Commission</p>
---

**Effective Date:** 07/01/2019

**Significant Changes:** Replaced Appendix B (Schedule of Charges) attached to previous Circulation Policy; several changes made including removal of all fines for overdue items

**Approved by:** Library Commission