



SCHEDULE OF CHARGES

Policy #: 4003A

Effective Date: 07/01/2019

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.

Certain fees and costs allowed to be charged under this Schedule, such as charges for lost or damaged Library items, 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

LOST OR DAMAGED LIBRARY ITEM FEES AND CHARGES	
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.

CD missing from a Book on CD	\$10 per CD
Damaged Interlibrary Loan item	\$25 (placeholder amount) - actual fee to be charged will be determined by lending library
Lost or destroyed Interlibrary Loan item	\$25 (placeholder amount) - actual fee to be charged will be determined by lending library
Referral to Collection Agency	\$10 per referral

PRINTING AND PHOTOCOPYING FEES	
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

PHOTOGRAPH REPRINT FEES	
5x7	\$10.00
8x10	\$14.00
11x14	\$40.00
16x20	\$75.00
20x24	\$90.00
24x30	\$100.00

PHOTOGRAPH SCAN FEES	
5x7	\$10.00
8x10	\$10.00
11x14	\$20.00
16x20	\$30.00
20x24	\$30.00
25x30	\$30.00

ITEMS FOR SALE	
Flash drive or disk	\$3.00
Earbuds	\$1.50

MEETING ROOM FEES FOR INDIVIDUALS, GOVERNMENT ENTITIES, AND NOT-FOR-PROFIT GROUPS	
No charge	

MEETING ROOM FEES APPLICABLE TO COMMERCIAL OR PROFIT-ORIENTED INDIVIDUALS, GROUPS OR ORGANIZATIONS	
Central Santa Rosa	\$86 per meeting
Cloverdale	\$49 per meeting
Guerneville	\$45 per meeting
Healdsburg	\$55 per meeting
Petaluma	\$72 per meeting
Rincon Valley	\$62 per meeting
Rohnert Park-Cotati	\$64 per meeting
Sebastopol	\$45 per meeting
Sonoma Valley	\$45 per meeting
Windsor	\$60 per meeting

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

Effective Date: 07/01/2019

Significant Changes: Replaced Appendix B (Schedule of Charges) attached to previous Circulation Policy; several changes are made in this revised policy, including removal of all fines for overdue items

Approved by: Library Commission

Previous Policy Date: 03/19/2018