



SCHEDULE OF CHARGES

Policy # 4003A

Effective Date: 8/6/25

I. POLICY STATEMENT

The purpose of this Schedule of Charges is to 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. DEFINITIONS.

See "Library Cards and Borrowing Policy."

III. POLICY

A. Scope.

See "Library Cards and Borrowing Policy."

B. Policy Standards.

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. Fees for lost or damaged component parts of a set will be assessed at the Library's discretion.

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.

i. 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
Damaged or lost LINK+ item	\$25 (placeholder amount) - actual fee to be charged will be determined by lending library

PRINTING AND PHOTOCOPYING FEES	
Printing, photocopying, and microfilm printing – black & white	\$0.25 per page
Printing, photocopying, and microfilm printing – color	\$0.50 per page

DIGITAL IMAGE SCAN FEES	
New scan or rescan at 300+ DPI resolution for items smaller than 12" x 17"	\$10.00
New scan or rescan at 300+ DPI resolution for items larger than 12" x 17"	Actual cost of working with an approved library vendor.

PERMISSION TO PUBLISH AND USE HISTORICAL IMAGES	
Commercial use	\$25.00 per image

FEE-BASED RENTAL OF LIBRARY MEETING ROOMS*	
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.

C. Administrative Procedures.

The Library will send billing notices to patrons who have delinquent accounts which total more than \$100.

D. Library Director Authority.

The Library Director, or designee, is expressly authorized to make minor amendments to this Policy, including, but not limited to, imposing additional policies or procedures that are deemed necessary for the efficient and safe functioning of the Library, so long as in line with the purpose of this Policy.

IV. APPLICABLE LAW AND REGULATIONS.

See "Library Cards and Borrowing Policy."

V. REVISION HISTORY.

Policy #: 4003A

Effective Date: 8/6/2025

Significant Changes: Updated charge for black & white printing; conformed to new policy template.

Policy #: 4003A

Effective Date: 7/6/2023

Significant Changes: Updated information about replacement costs and miscellaneous costs, generally to be charged upon the actual cost incurred by the Library; removed obsolete information about collection agency fees; removed charges for flash drives and earbuds.

Policy #: 4003A

Effective Date: 1/4/2022

Significant Changes: 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.

Policy #: 4003A

Effective Date: 7/1/2019

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