

Placentia Library District

POLICY HANDBOOK

POLICY TITLE: Fee Schedule
POLICY NUMBER: 6035

Effective July 1, 2017, the Placentia Library District will no longer collect overdue fines, as approved by the Library Board of Trustees on June 28, 2017. A completed rental form must be turned in at the Information Desk during normal business hours at least 24 hours prior to the requested rental date. Please see the attached rental form application (Attachment A).

RENTAL FEE	
Canopies (24 hr. period)	\$10.00 each
Folding chairs (24 hr. period)	\$ 1.25 each
Tables, 6' (24 hr. period)	\$ 8.50 each
Meeting Room (See Revised chart attached)	
- Non-profit organizations	\$20.00 per hour
- Other groups	\$35.00 per hour
- Administrative Fee (for cancellation notices less than two weeks in advance)	\$25.00
- After hour fee / Staff attendee	\$25 per hour, per staff with prior approval from the Director
- Projector	\$15.00
- Set-up fee	\$20.00
- Refundable security deposit / cleaning fee	\$50.00
- Breakdown fee	\$20.00
- No show fee	\$25 in addition to the room rental fee
LOST OR DAMAGED MATERIALS	
An item that is 30 days overdue will become a "Lost" item. If a "Lost" item is returned in its exact condition and damaged-free before 30 days from the overdue date, the \$10.00 processing fee will be waived. If a patron replaces a lost item, said item must have the same ISBN number and the \$10.00 processing fee will be applied. Accounts with balances of \$40 or more will be forwarded to Unique Management Services, Inc., a collection agency and all costs associated with recovery of the lost item will be applied including the \$25.00 collection services fee plus the \$10.00 processing fee.	

SPECIAL SERVICES & REPLACEMENTS	
Collection Services Fee	\$ 25.00
Program No Show Fee	\$ 25.00
Library card replacement	\$ 2.00 each
Barcode replacement	\$ 2.00 each
Book jacket cover / mylar replacement / RFID tag	\$ 2.00 each
Audiobook disc replacement	\$ 10.00 per disc up to the value of the audiobook
Audiobook case replacement	\$ 10.00 each
DVD case replacement	\$ 2.00 each
Earbuds	\$ 2.00 each

Photograph digital file from Placentia History Room archives (cost per item + packaging + postage + shipping)	\$10.00 – non-commercial use \$75.00 – commercial use
Printing, photocopy Black ink	\$.15 per page
Printing, photocopy Color	\$.50 per page
Test proctoring	\$50.00 per exam
Passport Processing Fee	\$35.00 per application (subject to change based on fee set by the U.S. Department of State)
Passport Photos	\$12.00
Library of Things (LOTS)	\$35.00 Cleaning Fee per item/room rental
Equipment Rental	Repair or Replacement cost associated with damage or lost item and/or peripherals due to neglect or abuse.

Borrowers of materials from Placentia Library District assume full responsibility for their use. Placentia Library District assumes no responsibility for damage to personal property caused by the use of library materials or equipment of any type.

(Adopted by the Library Board of Trustees, July 1, 2017.)