

# Placentia Library District

## POLICY HANDBOOK

**POLICY TITLE:** Fines & Fees Schedule  
**POLICY NUMBER:** 6035

### PLACENTIA LIBRARY DISTRICT FINES AND FEES SCHEDULE Effective July 1, 2015

<b>FINES</b>		
DVDs	\$ 1.00/day	
All other items	\$ .20/day	
Maximum fines per item	\$20.00/day	
Re-shelving fee for reserve items not picked up after 5 days	\$ 1.00	
<b>RENTAL FEE</b>		
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		
- 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	
- Clean-up fee	\$20.00	
- Refundable security deposit / cleaning fee	\$50.00	
- Set-up fee	\$20.00	
<b>LOST OR DAMAGED MATERIALS (Item cost plus the Processing Fee or Default Cost)*</b>		
	<b>Processing Fee</b>	<b>Default Cost</b>
Audio books (all formats)	\$10.00	\$50.00
Cataloged adult & children's books	\$10.00	\$30.00
CDs	\$10.00	\$10.00
DVDs	\$10.00	\$25.00
Magazines, pamphlets	N/A	\$10.00
Uncataloged paperbacks	\$10.00	\$20.00
* Borrowers may replace a lost item with the same ISBN number within 30 days of lost status and item cost will be waived. Overdue fines and processing fee will still be applied.		

<b>SPECIAL SERVICES &amp; REPLACEMENTS</b>	
Interlibrary loan	Postage + actual charges by lending library
Barcode replacement	\$ 2.00 each
Book jacket cover / mylar replacement / RFID tag	\$ 2.00 each
CD – audio book replacement	\$ 8.00 per CD
CD case replacement	\$ 2.00 each
DVD case replacement	\$ 2.00 each
Earbuds	\$ 2.00 each
Fax Local	\$ 1.00 per page
Fax Long Distance	\$ 1.50 per page
Fax International	\$ 5.00 per page
Library card replacement	\$ 2.00 each
Passport photos	\$12.00
Photograph digital file from Placentia History Room archives use (cost per item + packaging + postage + shipping)	\$10.00 – non-commercial \$75.00 – commercial use
Playaway case replacement	\$ 3.00 each
Printing, photocopy Black ink	\$ .15 per page
Printing, photocopy Color	\$ .50 per page
Test proctoring	\$50.00 per exam
<b>SURCHARGES</b>	
Report to Collection Agency	\$25.00 per report
Returned check, up to 30 days	\$25.00 per check
Returned check, over 30 days	\$100.00 or the greater of three (3) times the value of a check, per check

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, January 18, 1993.)*