

CLEVELAND PUBLIC LIBRARY

Community Services Committee

January 17, 2012

APPROVAL OF FINES AND FEES SCHEDULE

WHEREAS, The State Auditor requires that the fines and fees assessed by Cleveland Public Library be approved by the Board of Library Trustees; and

WHEREAS, The Fines and Fees Schedule is revised and updated, as needed, to provide greater clarity and definition to library operations and services; and

WHEREAS, The Library's Administration recommends revisions and additions to the current schedule in the interest of providing a consistent level of service excellence to the community; and

WHEREAS, The Library will provide multifunction devices for the public to print, scan, fax, and copy documents and fees must be established for their use; now therefore be it

RESOLVED, That the Board of Library Trustees approves the revised Fines and Fees Schedule, as attached, to be effective February 1, 2012.

CLEVELAND PUBLIC LIBRARY

FINES AND FEES SCHEDULE: PART A

OVERDUE FINES

ADULT MATERIALS

Circulating Items..... \$0.10 per day/item

Except:

No Hold or New DVD \$1.00 per day/item

No Hold or New Videocassette \$1.00 per day/item

Reference Items \$1.00 per day/item

CHILDREN'S MATERIALS No overdue fines

YOUNG ADULT MATERIALS No overdue fines

MATERIALS @UNIVERSITY/COLLEGE LIBRARIES. No overdue fines

PATRONS WITH PROFILE CPL-GB (age 60 & over) .No overdue fines

PATRONS WITH PROFILE CPL-DISABLDNo overdue fines

PATRONS WITH PROFILE CPL-HOMBD No overdue fines

OVERDUE FINE LIMITS

Circulating Items..... \$3.00/item

BILL THRESHOLD \$25.00

REPLACEMENT PRICES

Borrower pays list price for material as shown online. If database shows no list price, patron is charged as follows:

Hardcover Book..... \$23.00

Adult Paperback Book..... \$14.50

Children's Paperback Book..... \$5.00

Audiobook \$50.00

Comic Book \$3.50

Compact Disc \$17.00

DVD \$25.00

DVD Set \$60.00

Interlibrary Loan Material..... \$100.00

LeapFrog Equipment..... \$65.00

Magazine..... \$6.00

Pamphlet \$2.00

Reference Material Value of item

Self-Playing Device \$80.00

Software/CD-ROM..... \$40.00

Misc. uncataloged material..... \$1.00/item

LOST OR STOLEN LIBRARY CARD..... \$1.00

DAMAGE FINES

Major Replacement price

INTERLIBRARY LOAN FEES

FEES CHARGED TO LIBRARIES

Ohio Libraries No charge

Out-of-State Libraries \$10.00 per item

Foreign Libraries \$20.00 per item

FEES CHARGED TO INDIVIDUAL BORROWERS

Loans..... No charge

Photocopies..... \$5.00 per item

PHOTODUPLICATION OFFICE FEES

See Fines & Fees Schedule: Part B

COPY AND PRINTING FEES

Copies from Computer Printers:

8½" x 11" and 8½" x 14" B&W \$0.10 per page

11" x 17" B&W \$0.20 per page

8½" x 11" and 8½" x 14" Color..... \$0.25 per page

11" x 17" Color..... \$0.50 per page

Copies from Microform Reader/Printer:

8½" x 11" and 11" x 17" B&W \$0.10 per page

Photocopies:

8½" x 11" and 8½" x 14" B&W \$0.10 per page

11" x 17" B&W \$0.20 per page

8½" x 11" and 8½" x 14" Color..... \$0.25 per page

11" x 17" Color..... \$0.50 per page

Use of one's own paper Charge based on paper size

FAXING FEES

Self-service faxing from multifunction device \$0.50 per page

MEETING ROOM/AUDITORIUM/FACILITY FEES

ACTIVITIES CO-SPONSORED BY LIBRARY No charge

ACTIVITIES NOT CO-SPONSORED BY THE LIBRARY:

BRANCHES

Library open..... No charge

Library closed \$25.00 per hour

LAKE SHORE FACILITY

Auditorium (648 seats) \$500.00 per 4 hours

Other Fees:

For each hour over 4 20% surcharge

Rehearsal and/or set-up..... \$50.00 per hour

Clean-up, if food served \$50.00

Security/Custodial when closed \$50.00 per hour

Meeting Rooms (for library-related activities only)

Rooms 1A, 1B, 4 \$50.00 per day per room

Rooms 1A + 1B \$100.00 per day

Room 3 (Computer Training)..... \$250.00 per day

MAIN LIBRARY

Stokes Wing Auditorium (218 seats; Maximum Capacity 315)

Library open \$500.00 inclusive per four hours

Stokes Wing (Auditorium, LL Lobby & First Floor) and Garden

Library closed:

Nonprofit Groups \$2,000.00 inclusive per four hours

All others \$3,000.00 inclusive per four hours

Stokes Wing Meeting Room 218 (Cap. 116; can be sub-divided)

Only available when Library is open..... No charge

FEES FOR PHOTOGRAPHING/TAPING/FILMING ON LIBRARY PROPERTY

Security and/or Custodial Staff \$100.00 per hour

MISCELLANEOUS

Tote Bags (non-complimentary) \$0.10 per bag

SALES TAX

Ohio sales tax added when required.

CLEVELAND PUBLIC LIBRARY

FINES AND FEES SCHEDULE: PART B

PHOTODUPLICATION OFFICE FEES

PHOTOCOPIES

Service Fee (first 25 pages)	\$5.00/item
Copy Service Fee (each additional 25 pages)	\$5.00
Standard (8½" x 11" through 11" x 17" B&W)	\$0.10/page
Oversize (18" x 24" B&W)	\$1.00/page
Color (8½" x 11" through 11" x 17")	\$1.00/page
Fax	\$0.25/page
Rush (24-hour turnaround)	\$10.00/item
Special Handling (fragile, etc.)	\$20.00/order

PLOTTER-PRINTER

B&W	\$0.10/linear inch
Color	\$0.20/linear inch

DIGITAL SCANS

Service Fee (first 25 pages)	\$5.00/item
Copy Service Fee (each additional 25 pages or scans)	\$5.00
Desktop Text Scanner (8½" x 11")	\$0.25/scan
Photo-Quality Scanner	\$5.00 for first 25 scans
CD-ROM	\$2.50/disc
Digital Camera (8½" x 11")	\$0.10/print
Special Handling (camera set-up, etc.)	\$20.00/item
Email (8½" x 11")	\$0.25/page

PHOTOGRAPHS

Service Fee	\$5.00/print
B&W (8" x 10" glossy or matte)	\$22.00/print
B&W (11" x 14" glossy or matte)	\$30.00/print
B&W (16" x 20" glossy or matte)	\$42.00/print
Color	Current lab price
Posters	Current lab price
Slides	Current lab price
Delivery Fee	\$9.00/order
Rush (24-hour turnaround)	Double price + \$10.00/print

USE FEES FOR PUBLICATION OR DISPLAY

For Profit	\$5.00/image; \$250 max/project
Not for Profit	\$5.00/image; \$50 max/project

MICROFILM

Service Fee	\$5.00/item
Positive/Original (35mm)	\$275.00
Special Handling/Original/Preservation Fee	\$20.00
Duplicate (35mm)	\$29.40

MICROFICHE

Service Fee	\$5.00/item
Light and Dark Exposures	\$5.00/fiche

SHIPPING FEES

STANDARD SIZE

1-10	\$1.25
11-15	\$1.50
16-20	\$1.75
21-99	\$0.10/page
100+	\$10.00

OVERSIZED

1-10	\$2.50
11-20	\$3.50

INTERNATIONAL..... Fees vary according to USPS rates

SALES TAX

Ohio sales tax added when required.

WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17 United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of the specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.