

CLEVELAND PUBLIC LIBRARY

Community Services Committee

October 15, 2013

AMENDMENT TO 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 must define an appropriate fee for the sale of earbuds for use with public computers and USB flash drives to the public; and
- WHEREAS, The Library's new TechCentral MakerSpace will debut in 2014, bringing access to a wide variety of new equipment and materials for public use; and
- WHEREAS, Fees for interlibrary loan service to other institutions and photoduplication services must be adjusted at times to account for changes in service costs; therefore now be it
- RESOLVED, That the Board of Library Trustees approves the revised Fines and Fees Schedule, as attached, to be effective October 17, 2013.

CLEVELAND PUBLIC LIBRARY

FINES AND FEES SCHEDULE: PART A

OVERDUE FINES

ADULT MATERIALS	
Circulating Items	\$0.10 per day/item
<i>Except:</i>	
No Hold or New DVD	\$1.00 per day/item
Reference Items	\$1.00 per day/item
MYCLOUD EQUIPMENT	\$1.00 per hour/item
TECH TOYBOX EQUIPMENT	\$3.00 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-DISABLD	No overdue fines
PATRONS WITH PROFILE CPL-HOMBD	No overdue fines
OVERDUE FINE LIMITS	
Circulating Items	\$3.00/item
MyCloud Equipment	\$10.00/item
Tech Toybox	\$15.00/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 LIBRARIES FOR PHOTOCOPIES

1- 50 pages \$15.00

FEES CHARGED TO INDIVIDUAL BORROWERS

Borrowing	No charge
Photocopies (1-50 pages)	\$5.00 per item

LOST ITEMS

Processing fee	\$25.00 per item
Replacement price	Value of item

MATERIAL RECOVERY REFERRAL FEES

FEE FOR ACCOUNT REFERRAL \$15.00

SALES TAX

Ohio sales tax is included in fees charged for self-service copying, printing, scanning, and faxing from library multifunction devices.

Knowledge Office
Approved by the Board of Library Trustees October 17, 2013
Effective October 17, 2013

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 \$0.10 per page

SCANNING FEES

Self-service scanning sent to email address \$0.10 per page

Self-service scanning to one's own device No charge

MEETING ROOM/AUDITORIUM/FACILITY FEES

ACTIVITIES CO-SPONSORED BY LIBRARY No charge

ACTIVITIES NOT CO-SPONSORED BY THE LIBRARY:

BRANCHES

Library open	No charge
If food served	\$25.00

MAIN LIBRARY

Stokes Wing Auditorium (218 seats; Maximum Capacity 315)	\$500.00 inclusive per four hours
Stokes Wing (Auditorium, LL Lobby & First Floor) and Garden	Only available when Library is closed
.....	\$2,000.00 plus overtime costs
Stokes Wing Meeting Room 218 (Cap. 116; can be sub-divided)	Only available when Library is open..... No charge
Main Library, Room 341 (Maximum Capacity 50)	\$250.00 inclusive per four hours
Main Library Treasure Room	Only available when Library is open..... No charge
Stokes Wing Meeting Room 218 (Cap. 116; can be sub-divided)	Only available when Library is open..... No charge
If food served	\$50.00
Multiple room booking fee	\$100.00

PRIVATE, AFTER-HOURS EVENTS AT MAIN LIBRARY FOR

DONORS OF:

\$10,000	One private event, no charge
\$25,000 or more	Two private events, no charge

FEES FOR PHOTOGRAPHING/TAPING/FILMING ON LIBRARY PROPERTY

Non-commercial photography that does not interrupt library operations

Up to two hours No charge

Commercial photography \$150.00 per hour

MISCELLANEOUS

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

Earbuds \$1.00/pair

Flash drive \$7.00/each

CLEVELAND PUBLIC LIBRARY

FINES AND FEES SCHEDULE: PART B

PHOTODUPLICATION OFFICE AND MAKERSPACE FEES

PHOTODUPLICATION OFFICE FEES

PHOTOCOPIES

Service Fee	\$10.00/item
Standard (8½" x 11" through 11" x 17" B&W)	\$0.25/page
Oversize (18" x 24" B&W)	\$2.00/page
Color (8½" x 11" through 11" x 17")	\$1.00/page
Fax	\$0.50/page
Email (8½" x 11")	\$0.50/page
Rush (24-hour turnaround)	\$10.00/item
Special Handling (fragile, etc.)	Minimum charge \$20.00/order
Map (up to 18" x 24" B&W)-Standard Weight Paper	\$2.00/item
Map (up to 18" x 24" B&W)-Heavyweight Paper	\$4.00/item
Map (up to 18" x 24" Color)-Standard Weight Paper	\$4.00/item
Map (up to 18" x 24" Color)-Heavyweight Paper	\$8.00/item
Other sizes	Price quoted upon request

DIGITAL SCANS

Photo Quality Scanner	\$5.00/item
High Resolution Scan	\$10.00/item
CD-ROM	\$2.50/disc
Flash Drive	\$7.00/item

PHOTOGRAPHS

All prints, posters, or slides are charged at current lab pricing, plus

Service Fee	\$10.00/print
Lab Delivery Fee	\$9.00/order
Rush (24-hour turnaround)	Double price + \$10.00/print

MICROFILM

All microfilm/microfiche are charged at current lab pricing.

USE FEES FOR PUBLICATION OR DISPLAY

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

SHIPPING FEES

Shipping fees are charged at current 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.

MAKERSPACE FEES

3D PRINTER FEES

PLA Plastic	\$0.05 per gram
Water Soluble PVA	\$0.15 per gram

LASER ENGRAVER

Aluminum-Anodized Business Card (2" x 3.5")	\$2.50/item
Acrylic sheet (12" x 24" x 1/8")	\$20.00/item
Acrylic sheet (12" x 24" x 1/4")	\$25.00/item
Laminate Wood Sheet (12" x 24" x 1/4")	\$15.00/item
Plywood sheet (12" x 24" x 1/4")	\$3.00/item
LaserMax sheet (12" x 24" x 1/16")	\$25.00/item
Speciality Item (Small)*	\$2.00/item
Speciality Item (Medium)*	\$5.00/item
Speciality Item (Large)*	\$10.00/item

*Speciality items may include engravable parts offered for limited times or special events

VINYL CUTTER

Calendared	\$0.15/linear inch
Performance	\$0.25/linear inch
Reflective or Special	\$0.50/linear inch