

CLEVELAND PUBLIC LIBRARY

Board Meeting
February 19, 2015

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 recently opened the Cleveland Digital Public Library and fees must be set for use of the equipment and services provided; and
- WHEREAS, The TechCentral MakerSpace has new equipment and materials in place and fees for their use must be adjusted accordingly; and
- WHEREAS, Fees for the use of the Library's meeting rooms must be adjusted to take into account the greater demand and resources associated with their use; therefore now be it
- RESOLVED, That the Board of Library Trustees approves the revised Fines and Fees Schedule, as attached, to be effective February 20, 2015.

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
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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
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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 February 19, 2015
Effective February 20, 2015

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
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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:	
<u>BRANCHES</u>	
Library open	No charge
If food served	\$25.00
<u>MAIN LIBRARY</u>	
Stokes Wing Auditorium (218 seats; Maximum Capacity 315)	
.....	\$500.00 per four hours plus staff costs
Main Library (designated areas in Main Library and Stokes Wing) and Garden	
Only available when Library is closed	
.....	\$2,500.00 plus overtime costs
Cleveland Digital Public Library Learning Commons	
.....	\$250.00 four hours plus staff costs
Main Library Treasure Room	
When Library is open	No charge
Stokes Wing Meeting Room 218 (Cap. 116; can be sub-divided)	
When Library is open	No charge
When Library is closed	\$100.00
If food served	\$50.00
Multiple room booking fee	\$100.00
Staging and breakdown fee	\$50.00/hour

PRIVATE, AFTER-HOURS EVENTS AT MAIN LIBRARY FOR

<u>DONORS OF:</u>	
\$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

CLEVELAND DIGITAL PUBLIC LIBRARY FEES

SELF-SERVICE SCANNING

Self-service scanning.....	No charge
Self-service printing.....	See Photoduplication Office fees

DIGITAL SCANS DONE BY STAFF

Service Fee	\$10.00/job
Scan of individual, flat items at 300ppi up to A1 item size ...	\$0.50/image
Books (up to 300 pages 300ppi up to A3 page size)	\$150.00/book
Book scanning in excess of 300 pages	additional \$0.50/page
Special Handling (fragile, etc.).....	Minimum charge \$20.00/order
Other sizes.....	Price quoted upon request
Large projects	Price quoted upon request
Printing.....	See Photoduplication Office fees
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

Tier 1 Materials	\$0.15/linear inch
Tier 2 Materials	\$0.25/linear inch
Tier 3 Materials	\$0.50/linear inch

Vinyl Material tiers are determined based on type, color, finish, and size

T-shirts	\$5.00/shirt
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