

Master Fee Schedule 2017/2018

CHANGES APPROVED BY THE LIBRARY BOARD OF TRUSTEES ON FEBRUARY 28, 2017

LIBRARY DEPARTMENT

Damaged and Missing Materials (See also Lost, Replacement Charges)

Unless noted otherwise, all fees became effective on July 1, 1993

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| AV Materials (contents or item damage) | Actual cost of each item, plus a processing fee. [June 26,2002 R:63-02] |
| CD/DVD cases, replacement of lost or damaged Per Case | \$1.62 each |
| Liner notes, cover sleeves | \$2.00 each [June 22, 2005 R:72-2005] |
| Missing book, DVD, etc. from set Missing , CD – from audio book vendors that offer replacement | Prorated cost of set, plus processing fee Prorated cost of set, plus processing fee [June 9, 2004 R:53-2004] |
| Books | Actual cost of each item, plus a processing fee. |
| Equipment | Actual cost of each item, plus a processing fee. |

Fines for Overdue Materials – Adult Borrowers

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| Adult Materials, Books, audio, video, magazines, DVDs, etc. | \$0.25 daily; \$8.00 maximum per item. [June 22, 2005 R:72-2005] |
| Children's Materials – books, audio, video, magazines, DVDs etc. (only affects adult borrowers) | \$0.15 daily; \$3.90 maximum per item. [June 11, 2003 R:48-02] |

Lost, Replacement Charges

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| Books, AV, equipment, etc. | Actual cost for each item, plus a processing fee. Note: Rare/Out-of-Print materials – charges may reflect current value, whichever is higher amount. [June 9, 2004 R:53-2004] |
| Magazines -- See processing fee below | Actual item cost, plus a processing fee. |
| Processing Fee (Peninsula Library Automated Network policy) applies to all materials. | |
| Catalogued materials | \$5.00 each |
| Generic materials | \$2.00 each |

Refunds for lost and paid Library materials will be made within 90 days of payment, and only for items not more than 1 year overdue. Lost and paid audiovisual pieces/parts are not refundable. Refunds will be made for items paid for at a South San Francisco Public Library. An SSF payment receipt must accompany refund requests. The processing fee is non-refundable. Refunds are processed through the Finance Department and mailed to the patron. Refunds can take up to 1 month to process. [June 13, 2007 R:57-2007]

Miscellaneous Charges

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| Past due patron accounts referred to a collection agency | \$10.00 per referral [June 28, 2000; R:77-00] |
| PayPal Convenience Fee (for processing online financial transactions for fee-based services such as Interlibrary Loan requests and obituary searches) | \$0.50 per transaction |
| Black & White Computer Printouts | \$0.15 per sheet [June 9, 2004; R: 53-2004] |
| Color Computer Printouts | \$0.50 per sheet [June 9, 2004; R: 53-2004] |
| History Book – SSF | \$5.00 each. [June 22, 2005 R:72-2005] |
| Postcards -- SSF, 3.5" x 11", black & white or color. | \$0.50 each. – b&w; \$1.00 – color [June 22, 2005 R:72-2005] |
| Microfilm Copies | \$0.25 each [July 14, 1999; R: 101-99] |
| Photocopy | \$0.20 per page [June 11, 2003, R: 48-2003] |
| Postcard, ID | Price set by United States Postal Service |
| Out of County Reserve/Interlibrary Loan | \$3.00 for SSF residents; \$5.00 for non-residents collected at the time the reserve is placed. [June 13, 2007; R: 57-2007] |
| Returned Check, Insufficient Funds | See Finance Department Section in Master Fee Schedule |
| USB Drives | Actual Cost of unit |
| Field Trip Fee | Actual cost of transportation & admission. [July 22, 2009; R: 73-2009] |