

Master Fee Schedule 2016/2017

CHANGES APPROVED BY THE LIBRARY BOARD OF TRUSTEES ON FEBRUARY 23, 2016

LIBRARY DEPARTMENT

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

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

AV Materials (contents or item damage)	Actual cost of each item, plus a processing fee. [June 26,2002 R:63-02]
CD cases, replacement of lost or damaged	
Single CD cases	\$1.00 each [June 28, 2000 R:77-00]
2 capacity CD cases	\$2.00 each [June 13, 2007 R:57-07]
4 capacity CD cases	\$3.00 each [June 13, 2007 R:57-07]]
6 capacity CD cases	\$4.00each [June 13, 2007 R:57-07]]
DVD cases, replacement of lost or damaged	
Single case	\$2.00 each [June 22, 2005 R:72-2005]
Double+ case	\$4.00each [June 22, 2005 R:72-2005]
Liner notes, cover sleeves	\$2.00 each [June 22, 2005 R:72-2005]
Missing book, DVD, etc. from set	Actual cost of set, plus processing fee
Missing , CD – from audio book vendors that offer replacement	Prorated cost of set, plus processing fee [June 9, 2004 R:53-2004]
Books-on CD binder albums, replacement of lost or damaged	
6 capacity (small/thin)	\$4.00 each
12 capacity (medium)	\$5.00 each
15 capacity (large/thick)	\$6.00 each
Barcode (Peninsula Libraries Automated Network policy)	\$1.00 for each.
Book covers	
Regular	\$0.50 each. [June 22, 2005 R:72-2005]
RFID security tag	\$1.00 each
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

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.	\$0.15 daily; \$3.90 maximum per item. [June 11, 2003 R:48-02]

Supplies and Charges set by the Friends of the Library

Ongoing and Special Sales, Books and A/V, used or donated:	
Paper, small/pocket/mass market	\$0.25 & up – as marked or listed [June 22, 2005 R:72-2005]
Paper, large/trade; Hardback	\$0.50 & up – as marked or listed [June 22, 2005 R:72-2005]
A/V (DVDs, CDs, Books on CD, etc.)	\$.50 & up – as marked or listed
Special Items, incl. Book bags, canvas	As marked [May, 1996]

Lost, Replacement Charges

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.
Community Learning Center Activity Take Home Bags	
Complete Bag	\$30.00 each
Book	\$ 5.00 each
Video	\$15.00 each
Stuffed Animal or Game	\$15.00 each [June 22, 2005 R:72-2005]
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

Past due patron accounts referred to a	\$10.00 per referral
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collection agency	[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]
History Room photographs -- digital copies	\$20.00 new scan; \$15.00 existing scan; \$1.00 per CD; actual price of shipping, [July 22, 2009; R: 73-2009]
History Room photographs -- print copies	\$15.00 per item, plus the cost of reproduction
Holds	see Reserves below
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
Staff Research – General Research requests, including Local History Research and site surveys	\$40.00 per hour or portion thereof. [June 14, 2006; R: 42-06]
Staff Research – obituaries (search only papers/microfilm available in our collections; must provide date, Payable in advance by cash or money order. No refunds.)	Free – San Mateo County residents \$20.00 – all others [July 22, 2009; R: 73-2009]
USB Drives	\$4.00 - \$10,00, depending upon unit cost
Field Trip Fee	\$10.00 - \$40.00 depending upon cost of transportation, admission, etc. [July 22, 2009; R: 73-2009]