

LIBRARY FINES & FEES

1. MEETING ROOM FEE
 - \$10.00 per hour, to be charged only if the meeting is held during hours when the library is closed to the public. This charge is non-refundable, paid within 5 working days after the time reservation is made.
2. MEETING ROOM FOOD/BEVERAGE FEE
 - \$10.00 fee each time food or beverages are consumed in meeting room
3. MEETING ROOM STAFF CALL-BACK FEE
 - \$50.00 fee each time staff must return to library premises for facility not properly secured after meeting room is used
4. OVERDUE FINES – REGULAR & SPECIAL MATERIALS
 - \$0.20 per day calculated from the day the material is due with a maximum charge of \$5.00 per item.
5. COLLECTION AGENCY FEE
 - \$10.00 charge for each patron account referred to Unique Management Services, Inc. for collection.
6. LOST/DAMAGED MATERIALS FEE
 - \$5.00 plus the cost of replacement, if necessary
7. COST OF MATERIALS
 - \$18.00 for regular items
 - \$36.00 for special edition items or items with an unknown original cost
8. REPLACEMENT OF LOST LIBRARY CARD
 - \$1.00 each card
9. PUBLIC PHOTO-COPY FEE (INCLUDES COPY MACHINE AND READER-PRINTER)
 - \$0.15 per page
10. FAX FEE
 - \$0.25 per page to receive
11. FAX FEE
 - \$1.00 per page to send
12. DISKETTE FEE

- \$1.00 per diskette
- 13. FLASH DRIVE FEE (512 mb or less)
 - \$5.00 per flash drive
- 14. FLASH DRIVE FEE (1 gig or more)
 - \$10.00 per flash drive
- 15. EARBUDS FEE
 - \$2.00 per set
- 16. LANYARD FEE
 - \$2.00 each
- 17. EARBUDS & LANYARD SET FEE
 - \$3.00 per set
- 18. COLOR PRINTS AND COPIES
 - \$1.00 per page
- 19. RETURNED CHECK FEE
 - \$25.00 per check

ARCHIVES FEES

1. PHOTOCOPYING NON-HISTORICAL MATERIAL
 - \$0.25 per page
2. SCAN IMAGE FEE
 - \$4.00 per image
3. PRINT DIGITAL IMAGE TO STANDARD OR PHOTOGRAPHIC PAPER
 - \$2.50 per image scanned
4. PRINT DIGITAL IMAGE TO CD
 - \$2.00 per image
5. SPECIAL ORDERS
 - \$20.00 per 30 minutes of staff time used on special orders or requests outside normal Archives operating hours
6. SPECIALIZED REPRODUCTION – materials sent out for commercial reproduction
 - Cost of specialized reproduction plus \$20.00 per order
7. COPYING REGULAR HISTORICAL MATERIALS
 - Standard copy machine
 - \$2.00 first page of document

- \$1.25 each additional page

8. DIGITAL CAMERA COPYING

- \$6.50 per image

9. ARCHIVES – MAILING FEE

- \$2.00 handling charge per package

10. ARCHIVES – PATRON USE OWN CAMERA TO COPY IMAGE

- \$2.00 per image

Record Center Fees

1. RECORD CENTER DESTRUCTION OF CONFIDENTIAL RECORDS

- \$20.00 per 30 minutes of Record Center staff time

2. RECORD CENTER DEPARTMENT DESTRUCTION OF OFFSITE RECORDS –
Administrative Fee

- \$10.00 per destruction

YOLOLINK (Information and Referral) Fees

1. POSTAGE AND HANDLING FEE

- \$5.50 per printed YoloLINK directory