CLEVELAND PUBLIC LIBRARY

Community Services Committee
October 19, 2021

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 (“Schedule”) is revised and updated, as needed from time to time, to provide greater clarity and definition to library operations and services; and

WHEREAS, The introduction of new programs and initiatives that include the lending of laptops and other electronic devices or equipment that is not included in the Online Public Catalog requires the addition of a blanket fee statement to Part A of the Schedule; now therefore be it

RESOLVED, That the Board of Library Trustees approves the revised Fines and Fees Schedule, as attached, to be effective October 22, 2021.
CLEVELAND PUBLIC LIBRARY
FINES AND FEES SCHEDULE: PART A

OVERDUE FINES

ADULT MATERIALS
Circulating Items .................................................. $0.00 per day/item
Reference Item .................................................. $1.00 per day/item
Interlibrary Loan Material........................................ $3.00 per day/item

NO OVERDUE FINES are charged for:
- Children’s materials
- Young Adult materials
- Materials at University/College Libraries

NO OVERDUE FINES are charged to the following patrons:
- CPL-GB (age 60 and over)
- CPL-DISABLD
- CPL-HOMBD

BILL THRESHOLD .................................................. $25.00

MATERIAL RECOVERY REFERRAL
Fee for account referral to collection agency .................. $15.00

REPLACEMENT PRICES
Borrower pays list price for material as shown online. If database shows no list price, patron is charged as follows:
- Hardcover Book .................................................. $26.00
- Adult Paperback Book ......................................... $16.00
- Children’s Paperback Book ................................ $5.00
- Audiobook .......................................................... $50.00
- Blu-Ray ............................................................... $25.00
- Comic Book ....................................................... $3.50
- Compact Disc .................................................... $14.00
- DVD ................................................................. $15.00
- DVD Set ........................................................... $60.00
- Interlibrary Loan Material ................................... Value of item
- Magazine ........................................................... $6.00
- Pamphlet ............................................................ $2.00
- Reference Material .............................................. Value of item
- Mobile Hotspot Device ....................................... $75.00
- Mobile Hotspot Case ......................................... $15.00
- Mobile Hotspot Cable ....................................... $6.50
- Self-Playing Device ............................................ $80.00

LOST OR STOLEN LIBRARY CARD ......................... $1.00

ELECTRONIC DEVICES AND OTHER UNCATALOGED EQUIPMENT
For Chromebooks, laptops, and other peripheral electronic devices loaned out for use within library buildings, Best Buy Teen Tech Center equipment, and any other devices or equipment not included in the Online Public Catalog that is loaned out as part of a program or other initiative – the responsible party will reimburse the Library for the cost of repair or replacement of the device or equipment plus any associated fees.

DAMAGE FINES
- Major ............................................................... Replacement price

PASSPORT APPLICATION FEES
Application Processing fee ........................................ $35.00
Passport photo fee .................................................. $10.00

INTERLIBRARY LOAN

LOAN FEES CHARGED TO LIBRARIES
Ohio Libraries ........................................................ No charge
Out-of-State Libraries .......................................... $10.00 per item
Foreign Libraries ............................................... $20.00 per item

DUPLICATION FEES
- Scans (1-30 images) ................................................. minimum $15.00/item
- Paper (1-30 images) ................................................. minimum $30.00/item
- Additional fees may be charged. See Fines and Fees Schedule; Part B for list of fees for scans and printouts made by staff.

FEES CHARGED TO INDIVIDUAL BORROWERS
Borrowing ............................................................... No charge
LOST ITEMS
Replacement price .................................................. Value of item

SELF-SERVICE COPY/PRINTING
- 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

Use of one’s own paper ........................................ Charge based on paper size
Members of the Best Buy Teen Tech Center receive a $0.50 credit for printing per day.

FAXING
Self-service faxing from multifunction device .................. No charge

SCANNING
Self-service scanning on MFD sent to email address ........ Charge quoted upon request
Self-service scanning on KIC Scanner in CDPL .......... No charge
Self-service scanning to one’s own device ................. No charge

PHOTOGRAPHING/TAPING/FILMING ON LIBRARY PROPERTY
- Wedding photography ........................................... $100.00
- Commercial filming .......................................... Charge quoted upon request

MISCELLANEOUS
- Tote Bags (non-complimentary) ......................... $0.10 per bag
- Earbuds ............................................................... $1.00/pair
- Flash drive ........................................................ $7.00/each

SALES TAX
Ohio sales tax is included in fees charged for self-service copying, printing, scanning, and faxing from library multifunction devices, and for miscellaneous items such as passport photos.

Knowledge Office
For Approval by the Board of Library Trustees September 16, 2021
Effective September 17, 2021
# CLEVELAND PUBLIC LIBRARY
FINES AND FEES SCHEDULE: PART C

## Meeting Room/Auditorium/Facility Fees

<table>
<thead>
<tr>
<th>Location</th>
<th>During Library Hours</th>
<th>Before Library Hours</th>
<th>After Library Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MAIN LIBRARY</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Auditorium</td>
<td>$500/four hours + staff costs</td>
<td>$500/hour + staff costs</td>
<td>$2,500 + staff costs</td>
</tr>
<tr>
<td>Louis Stokes Wing Lower Level and 1st Floor Lobbies</td>
<td>Not available</td>
<td>Staff costs</td>
<td>$2,500 + staff costs</td>
</tr>
<tr>
<td>Indoor Reading Garden</td>
<td>$2500</td>
<td>$250/hour + staff costs</td>
<td>$2,500 + staff costs</td>
</tr>
<tr>
<td>Louis Stokes Wing Conference Rooms (A - E, Legacy Room)</td>
<td>No charge</td>
<td>Staff costs</td>
<td>Staff costs</td>
</tr>
<tr>
<td>Learning Commons Exclusive Access</td>
<td>$2,500 + staff costs</td>
<td>$500/hour + staff costs</td>
<td>$2,500 + staff costs</td>
</tr>
<tr>
<td>Louis Stokes Wing 10th Floor Lobby</td>
<td>Not available</td>
<td>Staff costs</td>
<td>$500/hour + staff costs</td>
</tr>
<tr>
<td>Cleveland Digital Public Library</td>
<td>No charge</td>
<td>$100/hour + staff costs</td>
<td>$2,500 + staff costs</td>
</tr>
<tr>
<td>Eastman Reading Garden</td>
<td>Not available</td>
<td>Not available</td>
<td>$2,500 + staff costs</td>
</tr>
<tr>
<td>Multiple room booking fee</td>
<td>$100</td>
<td>$100</td>
<td>$100</td>
</tr>
<tr>
<td>If food served</td>
<td>$50</td>
<td>Included in room charges</td>
<td>Included in room charges</td>
</tr>
<tr>
<td><strong>LAKE-SHORE FACILITY</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Auditorium</td>
<td>$500/four hours + staff costs</td>
<td>$500/hour + staff costs</td>
<td>$2,500 + staff costs</td>
</tr>
<tr>
<td><strong>BRANCHES</strong></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Branch Meeting Rooms</td>
<td>No charge</td>
<td>Staff costs</td>
<td>Staff costs</td>
</tr>
<tr>
<td>If food served</td>
<td>Minimum $100/two hours</td>
<td>Minimum $100/two hours</td>
<td>Minimum $100/two hours</td>
</tr>
</tbody>
</table>

Knowledge Office
Approved by the Board of Library Trustees October 21, 2021
Effective October 22, 2021