

**CLEVELAND PUBLIC LIBRARY**

**Board Meeting**  
June 19, 2018

**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 passport processing services requires adding fees 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 July 1, 2018.

# CLEVELAND PUBLIC LIBRARY

## FINES AND FEES SCHEDULE: PART A

### OVERDUE FINES

ADULT MATERIALS	
Circulating Items.....	\$0.10 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

OVERDUE FINE LIMIT.....	\$3.00/item
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
Self-Playing Device.....	\$80.00
Misc. uncataloged material.....	\$5.00/item

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

### 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
<i>Additional fees may be charged. See Fines and Fees Schedule; Part B for list of fees for scans and printouts made by staff.</i>	

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

### FAXING

Self-service faxing from multifunction device.....	\$0.10 per page
--	-----------------

### SCANNING

Self-service scanning on MFD sent to email address ..	\$0.10 per page
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.