

CLEVELAND PUBLIC LIBRARY

Board Meeting

November 16, 2017

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 is revised and updated, as needed, to provide greater clarity and definition to library operations and services; and

WHEREAS, The expansion of services and the acquisition of new equipment in TechCentral's MakerSpace require adding fees to the Schedule; and

WHEREAS, Other line items on the Schedule require periodic updating and revision in order for staff to provide fair and equitable service; now therefore be it

RESOLVED, That the Board of Library Trustees approves the revised Fines and Fees Schedule, as attached, to be effective November 20, 2017.

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
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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
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DAMAGE FINES

Major.....	Replacement price
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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
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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.

CLEVELAND PUBLIC LIBRARY

FINES AND FEES SCHEDULE: PART B

Photoduplication Office and MakerSpace

WARNING CONCERNING COPYRIGHT RESTRICTIONS: The copyright law of the United States (Title 17 United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of the specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement.

PRINT-OUTS MADE BY STAFF

Standard (8½" x 11" through 11" x 17" B&W)	\$0.50/page
Color (8½" x 11" through 8½" x 14")	\$0.50/page
Color (11" x 17")	\$1.00/page
Oversize (up to 18" x 24" B&W)-Standard Weight Paper	\$2.00/page
Oversize (up to 18" x 24" B&W)-Heavyweight Paper	\$4.00/page
Oversize (up to 18" x 24" Color)-Standard Weight Paper	\$4.00/page
Oversize (up to 18" x 24" Color)-Heavyweight Paper	\$8.00/page
Other sizes	Price quoted upon request

SELF-SERVICE SCANNING

Self-service scanning..... No charge

DIGITAL SCANS DONE BY STAFF

All scans are done at 300ppi. High resolution scans (400ppi or higher) are calculated at double the following fees.

Individual, flat items (up to 11" x 17")	\$0.50/image
Photographs, slides, negatives, other transparencies	\$0.50/image
Microfilm	\$0.50/image
Books (up to 11" x 17" page size)	\$0.50/image
Oversized items (up to 33" x 45")	\$1.00/image
Special Handling (fragile, etc.)	\$20.00/item

For large projects or those with exceptional requirements, a price will be quoted upon request.

MICROFILM

All microfilm/microfiche are charged at current lab pricing.

USE FEES FOR PUBLICATION OR DISPLAY

For Profit	\$5.00/image; \$250 max/project
Not for Profit	\$5.00/image; \$50 max/project

SHIPPING

Shipping fees are charged at current USPS rates.

SALES TAX

Ohio sales tax added when required.

3D PRINTER

PLA Plastic	\$0.05 per gram
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LASER ENGRAVER

Acrylic sheet (12" x 12" x 1/8")	\$10.00/item
Acrylic sheet (12" x 12" x 1/4")	\$12.50/item
Acrylic sheet (12" x 24" x 1/8")	\$20.00/item
Acrylic sheet (12" x 24" x 1/4")	\$25.00/item
Cardboard sheet (12" x 20")	\$0.50/item
Econo Wood sheet (12" x 12" x 1/8" or 1/4")	\$3.50/item
Econo Wood sheet (12" x 24" x 1/8" or 1/4")	\$7.00/item
Laminate Wood sheet (12" x 12" x 1/4")	\$6.00/item
Laminate Wood sheet (12" x 24" x 1/4")	\$12.00/item
LaserMax sheet (12" x 12" x 1/16")	\$12.50/item
LaserMax sheet (12" x 24" x 1/16")	\$25.00/item
Specialty items*	Varies based on type

*Specialty items may include engravable parts offered for limited times or special events

VINYL CUTTER

Prices per linear inch are charges for all materials removed from roll/spool/sheet, including blank material or material used by printer for loading/unloading. Vinyl material tiers are determined based on type, color, finish and size, and include applicable transfer material and ink (for printable vinyl).

24" and under width materials	
Tier 1 materials \$0.10/linear inch
Tier 2 materials \$0.15/linear inch
Tier 3 materials \$0.25/linear inch
Tier 4 materials \$0.35/linear inch

25" to 40" width materials	
Tier 1 materials \$0.15/linear inch
Tier 2 materials \$0.20/linear inch
Tier 3 materials \$0.35/linear inch
Tier 4 materials \$0.50/linear inch

41" and larger width materials	
Tier 1 materials \$0.20/linear inch
Tier 2 materials \$0.30/linear inch
Tier 3 materials \$0.50/linear inch
Tier 4 materials \$1.00/linear inch

T-shirts	\$5.00/shirt
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BUTTON MAKER

Prices include all applicable parts to make one button of the purchased type.

1" and 2-1/4" Buttons		
Pin-back button	\$0.10/item
Zipper, Magnet, Mirror, and Bottle-Opener buttons	\$0.20/item
Keychain button (various types)	\$0.35/item
Mylar accent rings	\$0.10/item

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FINES AND FEES SCHEDULE: PART C

Meeting Room/Auditorium/Facility Fees

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