

**CLEVELAND PUBLIC LIBRARY**

**Community Services Committee**  
September 14, 2010

**APPROVAL OF 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 Library's Administration recommends revisions and additions to the current schedule in the interest of providing a consistent level of service excellence to the community; now therefore be it
- RESOLVED, That the Board of Library Trustees approves the revised Fines and Fees Schedule, as attached, to be effective October 1, 2010.

# CLEVELAND PUBLIC LIBRARY

## FINES AND FEES SCHEDULE: PART A

### OVERDUE FINES

<b>ADULT MATERIALS</b>	
Circulating Items.....	\$0.10 per day/item
<i>Except:</i>	
No Hold or New DVD .....	\$1.00 per day/item
No Hold or New Videocassette .....	\$1.00 per day/item
Reference Items .....	\$1.00 per day/item
CHILDREN'S MATERIALS .....	No overdue fines
YOUNG ADULT MATERIALS .....	No overdue fines
MATERIALS @UNIVERSITY/COLLEGE LIBRARIES .....	No overdue fines
PATRONS WITH PROFILE CPL-GB (age 60 & over) . No overdue fines	
PATRONS WITH PROFILE CPL-DISABLD .....	
PATRONS WITH PROFILE CPL-HOMBD .....	

### OVERDUE FINE LIMITS

Circulating Items .....	\$3.00/item
BILL THRESHOLD .....	\$25.00

### REPLACEMENT PRICES

Borrower pays list price for material as shown online. If database shows no list price, patron is charged as follows:

Hardcover Book .....	\$20.00
Paperback .....	\$5.00
Audiocassette .....	\$20.00
Comic Book .....	\$1.50
Compact Disc .....	\$17.00
DVD .....	\$25.00
Interlibrary Loan Material .....	\$100.00
LeapFrog Equipment .....	\$65.00
Magazine .....	\$3.00
Pamphlet .....	\$1.00
Reference Material .....	Value of item
Self-Playing Device .....	\$40.00
Software/CD-ROM .....	\$40.00
Videocassette .....	\$25.00
Misc. uncataloged material .....	\$1.00/item

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

### DAMAGE FINES

Major .....Replacement price

### CLEVELAND RESEARCH CENTER FEES

Research (15 minute minimum) .....	\$60.00 per hour
Rush Requests .....	\$90.00 per hour
Online Searches .....	Rates vary according to database

### INTERLIBRARY LOAN FEES

#### FEES CHARGED TO LIBRARIES

Ohio Libraries .....	No charge
Out-of-State Libraries .....	\$10.00 per item
Foreign Libraries .....	\$20.00 per item

#### FEES CHARGED TO INDIVIDUAL BORROWERS

Loans .....	No charge
Photocopies .....	\$5.00 per item

### COPY FEES

<b>Copies from Computer Printers:</b>	
8½" x 11" B&W .....	\$0.10 per page
8½" x 11" Color .....	\$0.50 per page
<b>Copies from Microform:</b>	
8½" x 11" .....	\$0.10 per page
18" x 24" .....	\$1.00 per page
<b>Photocopies:</b>	
8½" x 11" through 11" x 17" B&W .....	\$0.10 per page
8½" x 11" through 11" x 17" in color .....	\$1.00 per page
18" x 24" B&W .....	\$1.00 per page
Plotter printer B&W .....	\$0.10 per linear inch
Plotter printer in color .....	\$0.20 per linear inch
NewspaperDirect Print-on-Demand .....	\$1.40 per issue

### MEETING ROOM/AUDITORIUM/FACILITY FEES

ACTIVITIES CO-SPONSORED BY LIBRARY ..... No charge  
 ACTIVITIES NOT CO-SPONSORED BY THE LIBRARY:

#### BRANCHES

Library open .....	No charge
Library closed .....	\$25.00 per hour

#### LAKE SHORE FACILITY

Auditorium (648 seats)..... \$500.00 per 4 hours

#### Other Fees:

For each hour over 4 .....	20% surcharge
Rehearsal and/or set-up .....	\$50.00 per hour
Clean-up, if food served .....	\$50.00
Security/Custodial when closed .....	\$50.00 per hour

Meeting Rooms (for library-related activities only)

Rooms 1A, 1B, 4.....	\$50.00 per day per room
Rooms 1A + 1B .....	\$100.00 per day
Room 3 (Computer Training).....	\$250.00 per day

#### MAIN LIBRARY

Stokes Wing Auditorium (218 seats; Maximum Capacity 315)

Library open .....

Stokes Wing (Auditorium, LL Lobby & First Floor) and Garden

Library closed:

Nonprofit Groups .....

All others .....

Stokes Wing Meeting Room 218 (Cap. 116; can be sub-divided)

Only available when Library is open..... No charge

### FEES FOR PHOTOGRAPHING/TAPING/FILMING ON LIBRARY PROPERTY

Security and/or Custodial Staff .....

### MISCELLANEOUS

Tote Bags (non-complimentary).....

### SALES TAX

Ohio sales tax added when required.

### PHOTODUPLICATION OFFICE FEES

See Fines & Fees Schedule: Part B

# CLEVELAND PUBLIC LIBRARY

## FINES AND FEES SCHEDULE: PART B

### PHOTODUPLICATION OFFICE FEES

#### PHOTOCOPIES

Service Fee (first 25 pages) .....	\$5.00/item
Copy Service Fee (each additional 25 pages).....	\$5.00
Standard (8½" x 11" through 11" x 17" B&W).....	\$0.10/page
Oversize (18" x 24" B&W) .....	\$1.00/page
Color (8½" x 11" through 11" x 17") .....	\$1.00/page
Fax .....	\$0.25/page
Rush (24-hour turnaround).....	\$10.00/item
Special Handling (fragile, etc.).....	\$20.00/order

#### PLOTTER-PRINTER

B&W .....	\$0.10/linear inch
Color.....	\$0.20/linear inch

#### DIGITAL SCANS

Service Fee (first 25 pages) .....	\$5.00/item
Copy Service Fee (each additional 25 pages or scans).....	\$5.00
Desktop Text Scanner (8½" x 11") .....	\$0.25/scan
Photo-Quality Scanner .....	\$5.00 for first 25 scans
CD-ROM .....	\$2.50/disc
Digital Camera (8½" x 11").....	\$0.10/print
Special Handling (camera set-up, etc.).....	\$20.00/item
Email (8½" x 11") .....	\$0.25/page

#### PHOTOGRAPHS

Service Fee .....	\$5.00/print
B&W (8" x 10" glossy or matte) .....	\$22.00/print
B&W (11" x 14" glossy or matte).....	\$30.00/print
B&W (16" x 20" glossy or matte).....	\$42.00/print
Color.....	Current lab price
Posters.....	Current lab price
Slides .....	Current lab price
Delivery Fee.....	\$9.00/order
Rush (24-hour turnaround) .....	Double price + \$10.00/print

#### USE FEES FOR PUBLICATION OR DISPLAY

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

#### MICROFILM

Service Fee.....	\$5.00/item
Positive/Original (35mm).....	\$275.00
Special Handling/Original/Preservation Fee.....	\$20.00
Duplicate (35mm) .....	\$29.40

#### MICROFICHE

Service Fee.....	\$5.00/item
Light and Dark Exposures .....	\$5.00/fiche

#### SHIPPING FEES

STANDARD SIZE	
1-10 .....	\$1.25
11-15 .....	\$1.50
16-20 .....	\$1.75
21-99 .....	\$0.10/page
100+ .....	\$10.00
OVERSIZED	
1-10 .....	\$2.50
11-20 .....	\$3.50
INTERNATIONAL.....	Fees vary according to USPS rates

#### SALES TAX

Ohio sales tax added when required.

#### 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.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.