



PIMA COUNTY, ARIZONA BOARD OF SUPERVISORS POLICY

<u>Subject:</u> Pima County Public Library – Fees Schedule Policy	Policy Number	Page
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Purpose:

The purpose of the schedule is to outline fees that may be charged to Library customers.

Policy:

The Pima County Public Library charges replacement fees for unreturned materials to encourage the return of materials and to guarantee the replacement of lost or damaged items. The Library also charges for some special services. Library Administration will review the fees periodically and recommend changes as deemed appropriate.

Fee waiver:

Fees will be waived in the event that the Library has technical difficulties resulting in erroneous fees. In addition, the following are taken into consideration as potentially valid reasons to waive fees:

- The customer has a medical, financial, or transportation hardship.
- Proven incapacity of the cardholder responsible for the materials.
- The customer has reported the card lost or has a police report that it has been stolen.
- The customer has been deployed with the United States military.

Staff will not waive fees from their own record or for a family member. Staff will not waive fees for another staff member unless written authorization from a branch manager is provided.

Fees for Interlibrary Loan materials:

Overdue materials:	The greater of the fee set by the loaning library or \$0.50 per day up to a maximum of \$10.00. Fees may be waived under the extenuating circumstances set forth by the Library.
Shipping:	Actual cost.
Replacement, if lost:	Actual cost, plus any fees charged by the loaning library.
Copying of materials:	Actual cost or fee set by the loaning library, whichever is greater.

Checks Returned for Insufficient Funds: The amount of the check plus a \$25.00 Treasurer’s fee. Additionally, if the amount (including the \$25.00 fee) is not paid in full within 12 days from the date notice is mailed, the check will be reported to the Pima County Attorney’s Bad Check Program and additional program costs and penalties of up to \$125.00 will be assessed.

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Collection Agency Fees: The amount owed for unreturned materials' replacement costs and a \$10.00 collection fee.

Lost or damaged materials: Unless the fee is waived because of extenuating circumstances set forth above, the customer may either replace the item or pay the replacement fee established by the Library. If the customer chooses to replace the item, the replacement must be in the same format, it must be in good condition and it must be acceptable to the Library.

Library services:

Photocopying:	priced at minimum necessary to cover operation costs
Black and White Printing:	priced at minimum necessary to cover operation costs
Headphones	priced at unit cost
Fax outgoing local	\$1.00
Fax outgoing long distance	\$1.50
Fax Receiving	\$.50
Flash Drive	priced at cost of drive

Adopted Date:	August 7, 2007
Revised Date:	March 17, 2009
	June 3, 2009
	July 7, 2009
	August 16, 2010
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