

Placentia Library District

POLICY MANUAL

POLICY TITLE: Fee Schedule
POLICY NUMBER: 6035

A completed rental form must be turned in at the Information Desk during normal business hours at least 24 hours prior to the requested rental date. Please see the attached rental form application (Attachment A).

RENTAL FEE	
Canopies (24 hr. period)	\$10.00 each
Folding chairs (24 hr. period)	\$1.25 each
Tables, 6' (24 hr. period)	\$8.50 each
Meeting Room	
- Non-profit Resident	\$35.00/hr.
- Non-profit Non-Resident	\$50.00/hr.
- Private/For Profit Resident	\$75.00/hr.
- Private/For Profit Non-Resident	\$100.00/hr.
- Administrative Fee (for cancellation notices less than two weeks in advance)	\$50.00
- After hour fee / Staff attendee	\$50/hr., per staff with prior approval from the Library Director
- Projector	\$15.00
- Set-up fee	\$35.00
- Refundable security deposit / cleaning fee	\$100.00
- Breakdown fee	\$35.00
- No show fee	\$25 in addition to the room rental fee
Outdoor Library Space Rental Fees:	
- Resident	\$75 per hour
- Non-Profit	\$100 per hour
- Non-Resident / Private Use	\$200 per hour
- After Hours Flat Rate (up to 4 hours)	\$500 Resident \$700 Non-Profit \$1,000 Non-Resident / Private Use
- Staff Support (required for after hours rental)	\$50 per hour per staff member
- Equipment Use (tables, chairs, sound system, etc.)	Additional fees – See fees under Meeting Room

LOST OR DAMAGED MATERIALS

An item that is 30 days overdue will become a “Lost” item. If a “Lost” item is returned in its exact condition and damage-free before 30 days from the overdue date, the \$10.00 processing fee will be waived. If a patron replaces a lost item, said item must have the same ISBN number and the \$10.00 processing fee will be applied. Accounts with balances of \$40 or more will be forwarded to Unique Management Services, Inc., a collection agency and all costs associated with recovery of the lost item will be applied including the \$25.00 collection services fee plus the \$10.00 processing fee.

SPECIAL SERVICES & REPLACEMENTS

Credit and Debit Card Processing Fee	2.5% per transaction
Collection Services Fee	\$25.00
Reshelving Fee	\$1.00 per item
Program No Show Fee	\$25.00
Library card replacement	\$2.00 each
Barcode replacement	\$2.00 each
Book jacket cover / mylar replacement / RFID tag	\$2.00 each
Audiobook disc replacement	\$10.00 per disc up to the value of the audiobook
Audiobook case replacement	\$10.00 each
DVD case replacement	\$2.00 each
Photograph digital file from Placentia History Room (cost per item + packaging + postage + shipping)	\$10.00 – non-commercial use \$75.00 – commercial use
Printing, photocopy Black ink	\$.15 per page
Printing, photocopy Color	\$.50 per page
Passport Processing Fee	\$35.00 per application (subject to
Passport Photos	\$20.00
Library of Things (LOTS)	\$40.00 Cleaning Fee per item/room rental
Equipment Rental	Repair or Replacement cost associated with damage or lost item and/or peripherals due to neglect or abuse.

Borrowers of materials from Placentia Library District assume full responsibility for their use. Placentia Library District assumes no responsibility for damage to personal property caused by the use of library materials or equipment of any type.