

1 [Library Fines and Fees]

2 **Ordinance amending the San Francisco Administrative Code by amending Section**  
 3 **8.21-2 to (1) adopt a materials recovery fee and (2) authorize the Library Commission to**  
 4 **develop policies and procedures to allow the City Librarian to reduce or waive fees in**  
 5 **the case of demonstrated financial hardship.**

6 Note: Additions are *single-underline italics Times New Roman*;  
 7 deletions are ~~*strikethrough italics Times New Roman*~~.  
 8 Board amendment additions are double underlined.  
 9 Board amendment deletions are ~~strikethrough normal~~.

10 Be it ordained by the People of the City and County of San Francisco:

11 Section 1. Chapter 8 of the San Francisco Administrative Code is hereby amended by  
 12 amending Section 8.21-2, to read as follows:

13 **SEC. 8.21-2. LIBRARY FINES AND FEES.**

14 (a) **Fee Schedule.** The Library Commission is hereby authorized to charge fines  
 15 and fees for the use of library materials and services in accordance with the following  
 16 schedule:

San Francisco Public Library Fines & Fees Schedule				
OVERDUE FINES		Daily	Maximum	
by Material	<b>ADULT MATERIALS</b>			
	Books	\$ 0.10	\$ 5.00	
	Phonorecords	\$ 0.10	\$ 5.00	
	Audio Cassettes	\$ 0.10	\$ 5.00	
	Books on Tape	\$ 0.10	\$ 5.00	
	Compact Discs	\$ 0.10	\$ 5.00	
	Magazines	\$ 0.10	\$ 5.00	
	Paperbacks (Cataloged)	\$ 0.10	\$ 5.00	
	Paperbacks (Uncataloged)	\$ 0.10	\$ 2.00	
<b>JUVENILE MATERIALS</b>		Depends on age of borrower (see Overdue Fines "by Patron" below)		

1		<b>SPECIAL MATERIALS</b>			
2		Videos and Digital Video Discs (DVDs) (adult/seniors)	\$ 1.00	\$ 5.00	
3	<b>OVERDUE FINES</b>	<b>SPECIAL MATERIALS (continued)</b>	<b>Daily</b>	<b>Maximum</b>	
4	<b>by Material</b>	Videos and DVDs (0-17 years)	No fines	No fines	
5	<b>(continued)</b>	Sheet Music	\$ 0.10	\$ 5.00	
6		Orchestral/Music Sets	\$ 0.25	\$10.00	
7		Vertical File Materials	\$ 0.10	\$ 5.00	
8	<b>OVERDUE FINES</b>		<b>Daily</b>	<b>Maximum</b>	
9	<b>by Patron</b>	Fines: Adults (18-64 yrs)	\$ 0.10	\$ 5.00	
10		Fines: Seniors (over 65)	\$ 0.05	\$ 5.00	
11		Fines: Teens (13-17 yrs)	No fines	No fines	
12		Fines: Children (0-12 yrs)	No fines	No fines	
13	<b>LIBRARY CARD REPLACEMENT</b>	Lost Card: Adult/Seniors	\$ 1.00		
14		Lost Card: Youth (0-17 yrs)	\$ 0.50		
15	<b>PROCESSING FEE (PF)</b>	Processing fee: cataloged materials	\$5.00		
16	Note regarding lost materials: The Library will charge the fair market value (FMV) of lost materials. The FMV shall be determined by the Library staff after consulting with relevant sources, which may include <u>The Bowker Annual: Library and Book Trade Almanac</u> . Where there is a conflict between the standard prices below and the FMV as determined by the Library, the Library shall charge the FMV.				
17	<b>REPLACEMENT OF LOST MATERIALS</b>	<b>Materials</b>	<b>Per Item</b>	<b>Maximum</b>	
18		Hardback: Adult/Teen Non-Fiction	\$35+ PF	\$ 40.00	
19		Hardback: Adult/Teen Fiction	\$25+ PF	\$ 30.00	
20		Hardback: Juvenile Non-Fiction	\$20 + PF	\$ 25.00	
21		Hardback: Juvenile Fiction	\$15 + PF	\$ 20.00	
22		Paperback: Cataloged			
23		Adult/Teen Non-Fiction	\$20 + PF	\$ 25.00	
24		Adult/Teen Fiction	\$10 + PF	\$ 15.00	
25		Juvenile Non-Fiction	\$10 + PF	\$ 15.00	
		Juvenile Fiction	\$5 +PF	\$ 10.00	
		<b>Other Materials</b>	<b>Per Item</b>	<b>Maximum</b>	
		Paperback: Uncataloged	\$ 5.00		

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Paperback/Hardback: International Generic Record	Price varies: \$5-\$15 depending on FMV		
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<b>REPLACEMENT OF LOST MATERIALS (continued)</b>	<b>Materials</b>	<b>Per Item</b>	<b>Maximum</b>
	Periodicals/Magazines	\$ 5.00	
	Phonorecord	\$15 + PF	\$ 20.00
	Audiocassettes	\$10/tape	FMV of set + PF
	Videos and DVDs	\$20 + PF	\$ 25.00
	Supplementary Materials: incl. Booklets, libretti, maps, CDs, etc.	\$3/item	
	Sheet Music/Scores	FMV as set by Library Art/Music Department	
	Sheet Music/ Uncataloged	FMV as set by Library Art/Music Department	
	Audio Books	\$5/tape	FMV of set + PF
	Compact Discs	\$15 + PF	\$20
	Language Sets	\$10/item	FMV of set + PF
	Vertical/Picture File	\$5/item	
<b>LOST/DAMAGED FEES</b>		<b>ITEM</b>	
	Audiocassette case (lost)	\$ 1.00	
	Barcode label	\$ 0.25	
	Barcode & flyleaf	\$ 1.00	
	CD Jewel Case (lost)	\$ 1.00	
	Videocassette case (lost)	\$ 2.00	
<b>SERVICE FEES</b>	<b>BORROWERS CARDS</b>		
	San Francisco & California Residents	Free	
	Visitor's Card (non- California)	\$ 10.00	Non refundable 3 months duration
	Firm (business) card	Free	

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	Restricted (no proof of residency)	Free		
<b>SERVICE FEES (continued)</b>	Reserves	Free		
	Inter-Library Loan	Free		
	Returned Check Fee	\$10 (current City-wide charge – subject to revision by City)		
	<i>Materials Recovery Fee</i>	<i>\$10 per referral</i>		
	Books-by-mail	\$3 or cost of shipping & handling, whichever is greater		
<b>DOCUMENT DELIVERY AND SPECIAL SERVICES</b>	Inter-Library Loan: Photocopy	.25/page		
	(maximum: 50 pages/day)		\$5.00 rush	
	San Francisco History Center: reproduction of photographs (for teaching, scholarship or research purposes)	\$1/photo		
	San Francisco History Center: reproduction of photographs	\$15 + FMV of any additional labor required due to age or condition of photograph		

1 (b) **Ratification of Prior Fines and Fees.** All fines and fees previously charged for the  
2 use of library materials and services are hereby ratified.

3 (c) Reduction or Waiver of Fees. The Library Commission may adopt policies and regulations  
4 authorizing the City Librarian to reduce or waive any fines and/or fees imposed under this Section in  
5 cases of demonstrated financial hardship.

6 APPROVED AS TO FORM:  
7 DENNIS J. HERRERA, City Attorney

8 By: \_\_\_\_\_  
9 Catharine S. Barnes  
10 Deputy City Attorney

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