

FILE NO. 002067

ORDINANCE NO. 53-01

[Library Fines and Fees]

AMENDING THE SAN FRANCISCO ADMINISTRATIVE CODE BY ADDING SECTION 8.21-2 TO AUTHORIZE THE LIBRARY COMMISSION TO CHARGE CERTAIN FINES AND FEES FOR THE USE OF LIBRARY MATERIALS AND SERVICES AND RATIFYING PRIOR FINES AND FEES.

Note: This entire section is new.

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

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

SEC. 8.21-2. LIBRARY FINES AND FEES.

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

San Francisco Public Library Fines & Fees Schedule				
OVERDUE FINES		Daily	Maximum	
by Material	ADULT MATERIALS			
	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	
	JUVENILE MATERIALS	Depends on age of borrower (see Overdue Fines "by Patron" below)		
SPECIAL MATERIALS				
Videos and Digital Video Discs (DVDs) (adult/seniors)	\$ 1.00	\$ 5.00		

Supervisor Kaufman

SAN FRANCISCO PUBLIC LIBRARY
BOARD OF SUPERVISORS

1	OVERDUE FINES	SPECIAL MATERIALS (continued)	Daily	Maximum
2	by Material (continued)	Videos and DVDs (0-17 years)	No fines	No fines
3		Sheet Music	\$ 0.10	\$ 5.00
4		Orchestral/Music Sets	\$ 0.25	\$10.00
		Vertical File Materials	\$ 0.10	\$ 5.00
		OVERDUE FINES		Daily
5	by Patron	Fines: Adults (18-64 yrs)	\$ 0.10	\$ 5.00
6		Fines: Seniors (over 65)	\$ 0.05	\$ 5.00
7		Fines: Teens (13-17 yrs)	No fines	No fines
		Fines: Children (0-12 yrs)	No fines	No fines
8		LIBRARY CARD REPLACEMENT	Lost Card: Adult/Seniors	\$ 1.00
9	Lost Card: Youth (0-17 yrs)		\$ 0.50	
10	PROCESSING FEE (PF)	Processing fee: cataloged materials	\$5.00	
11	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.			
14	REPLACEMENT OF LOST MATERIALS	Materials	Per Item	Maximum
15		Hardback: Adult/Teen Non-Fiction	\$35+ PF	\$ 40.00
16		Hardback: Adult/Teen Fiction	\$25+ PF	\$ 30.00
17		Hardback: Juvenile Non-Fiction	\$20 + PF	\$ 25.00
18		Hardback: Juvenile Fiction	\$15 + PF	\$ 20.00
19		Paperback: Cataloged		
20		Adult/Teen Non-Fiction	\$20 + PF	\$ 25.00
		Adult/Teen Fiction	\$10 + PF	\$ 15.00
21		Juvenile Non-Fiction	\$10 + PF	\$ 15.00
		Juvenile Fiction	\$5 +PF	\$ 10.00
22				
23			Other Materials	Per Item
24		Paperback: Uncataloged	\$ 5.00	
25		Paperback/Hardback: International Generic Record	Price varies: \$5-\$15 depending on FMV	

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REPLACEMENT OF LOST MATERIALS (continued)	Materials	Per Item	Maximum
	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	
LOST/DAMAGED FEES		ITEM	
	Audiocassette case (lost)	\$ 1.00	
	Barcode label	\$ 0.25	
	Barcode & flyleaf	\$ 1.00	
	CD Jewel Case (lost)	\$ 1.00	
	Videocassette case (lost)	\$ 2.00	
SERVICE FEES	BORROWERS CARDS		
	San Francisco & California Residents	Free	
	Visitor's Card (non-California)	\$ 10.00	Non refundable 3 months duration
	Firm (business) card	Free	
	Restricted (no proof of residency)	Free	

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SERVICE FEES (continued)	Reserves	Free		
	Inter-Library Loan	Free		
	Returned Check Fee	\$10 (current City-wide charge – subject to revision by City)		
	Recovery of Delinquent Accounts	\$10/account		
	Books-by-mail	\$3 or cost of shipping & handling, whichever is greater		
	DOCUMENT DELIVERY AND SPECIAL SERVICES	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
2 the use of library materials and services are hereby ratified.
3

4 APPROVED AS TO FORM:
5 LOUISE H. RENNE, City Attorney

6 By: *Adine Varah*
7 ADINE K. VARAH
Deputy City Attorney

8 Section 2. The Board of Supervisors approves this ordinance
9 with the understanding that the agreement between the Public Library
10 and Unique Management Collection Agency for the recovery of
11 delinquent accounts will be implemented subject to the following
12 overriding conditions:-

- 13 1. The Public Library will mail to patrons second and third
14 notices of overdue library materials before referral for
15 recovery to Unique.
- 16 2. The second notice will indicate that a third notice will
17 follow, and that following the third notice, if the overdue
18 materials are not promptly returned, the matter may be
19 referred for recovery.
- 20 3. Telephone calls for recovery of materials will be made to
21 patrons only as a last resort, and shall be made only after
22 the Public Library has approved a script for the calls that
23 will not be offensive to patrons or to the City.
- 24 4. The Public Library will be responsible for ensuring the
25 expunging from the credit reports of patrons any statements
or information related to the recovery of library materials
that are inaccurate or inappropriate.

26 In addition, the Public Library is lowering the maximum number
27 of materials that a patron may have on loan from the Public
28 Library at any time from 75 materials to 50 materials.



City and County of San Francisco

City Hall
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4689

Tails Ordinance

File Number: 002067

Date Passed:

Ordinance amending the San Francisco Administrative Code by adding Section 8.21-2 to authorize the Library Commission to charge certain fines and fees for the use of library materials and services and ratifying prior fines and fees.

January 2, 2001 Board of Supervisors — PASSED, ON FIRST READING

Ayes: 11 - Ammiano, Becerril, Bierman, Brown, Katz, Kaufman, Leno, Newsom, Teng, Yaki, Yee

January 16, 2001 Board of Supervisors — SEVERED FROM CONSENT AGENDA

January 16, 2001 Board of Supervisors — RE-REFERRED: Audit and Government Efficiency Committee

Ayes: 11 - Ammiano, Daly, Gonzalez, Hall, Maxwell, McGoldrick, Leno, Newsom, Peskin, Sandoval, Yee

March 5, 2001 Board of Supervisors — CONTINUED ON FIRST READING

Ayes: 11 - Ammiano, Daly, Gonzalez, Hall, Leno, Maxwell, McGoldrick, Newsom, Peskin, Sandoval, Yee

March 12, 2001 Board of Supervisors — CONTINUED ON FIRST READING

Ayes: 6 - Ammiano, Gonzalez, Leno, Maxwell, Peskin, Yee
Absent: 5 - Daly, Hall, McGoldrick, Newsom, Sandoval

March 19, 2001 Board of Supervisors — AMENDED

Ayes: 6 - Ammiano, Daly, Gonzalez, McGoldrick, Sandoval, Yee
Noes: 5 - Hall, Leno, Maxwell, Newsom, Peskin

March 19, 2001 Board of Supervisors — PASSED ON FIRST READING AS AMENDED

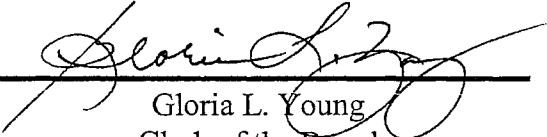
Ayes: 8 - Ammiano, Daly, Gonzalez, Leno, Maxwell, McGoldrick, Sandoval, Yee
Noes: 3 - Hall, Newsom, Peskin

March 26, 2001 Board of Supervisors — FINALLY PASSED

Ayes: 11 - Ammiano, Daly, Gonzalez, Hall, Leno, Maxwell, McGoldrick, Newsom, Peskin, Sandoval, Yee


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I hereby certify that the foregoing Ordinance
was **FINALLY PASSED** on March 26, 2001
by the Board of Supervisors of the City and
County of San Francisco.



Gloria L. Young
Clerk of the Board

APR 06 2001
Date Approved



Mayor Willie L. Brown Jr.