

LEGISLATIVE DIGEST

[Administrative Code - Library Fines and Fees]

Ordinance amending the Administrative Code to modify the fines and fees of the Public Library.

Existing Law

Section 8.21-2 of the Administrative Code sets out the fines and fees that the Public Library (the "Library") is authorized to charge. The following aspects of the current law are relevant here:

- The overdue fine for orchestral and music sets is \$0.25/day with a maximum of \$10.00.
- There are no specific overdue fines or replacement costs for public access technology (laptops, iPads/tablets, and peripherals/accessories).
- The replacement fees for lost library cards are \$1.00 for adults and seniors and \$0.50 for youth.
- There is a \$5.00 processing fee for the replacement of all lost materials.
- Replacement costs for lost materials are based on fair market value as determined by Library staff, with maximum fines for most categories of materials ranging from \$10.00 to \$40.00.
- The replacement cost for an audiocassette is \$10.00/tape.
- The fee for lost or damaged media cases is \$1.00; for barcode labels the fee is \$0.25; for barcodes and flyleaves the fee is \$1.00.
- The fee for a returned check is \$10.00.
- The fee for the books-by-mail service is \$3.00 or the cost of shipping, whichever is greater
- The fee for photocopying of all inter-library materials is \$.25/page with a \$5.00 rush fee.
- For uses of the Library meeting rooms, there is a \$30.00/hour fee for engineer "fire watch."

Amendments to Current Law

The changes to the Library's fines and fees schedule contained in the proposed ordinance include:

- Reducing the overdue fine for orchestral and music sets to \$0.10/day with a maximum of \$5.00, to bring it in line with other types of materials;
- Creating an overdue fine for public access technology (laptops, iPads/tablets, peripherals/accessories) of \$0.10/day with a maximum of \$5.00;

- Removing the replacement fees for lost library cards;
- Removing the processing fee for replacing lost materials;
- Modifying the fines for the replacement of lost materials to be the cost of the item in the library catalog, unless there is no cost, in which case the fee schedule identifies the applicable fine;
- Removing the maximum replacement fines for all lost materials;
- Reducing the replacement cost for an audiocassette to \$5.00/tape;
- Clarifying that the fine for a lost disc or tape from a multi-tape or multi-disc set of VHS tapes, DVDs or Blu-rays is \$5.00/item;
- Removing the fines for lost or damaged media cases, barcode labels, and barcodes and flyleaves;
- Setting the replacement fines for lost or damaged laptops at \$500.00, iPads/tablets at \$250.00, and peripherals/accessories at \$50.00;
- Increasing the fee for a returned check to \$35.00;
- Removing the books-by-mail fee;
- Modifying the inter-library loan photocopying fees as follows: pages 1-20 free, pages 21-50, \$0.25/page plus a \$5.00 processing fee; for out of state libraries, pages 1-50 are \$0.25/page plus a \$5.00 processing fee;
- Removing the engineer "fire watch" fee for uses of the Library meeting rooms; and
- Other non-substantive changes for stylistic purposes or intended to clarify existing fines and fees.

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