

SACRAMENTO PUBLIC LIBRARY

FINE/FEE STRUCTURE

Approved: May 26, 2016

Categories	Current Fees
FINES	
Periodicals	\$0.05/day to \$1.00 maximum
All Juvenile and Young Adult (YA) materials	\$0.05/day to \$1.00 maximum
All Adult materials	\$0.25/day to \$5.00 maximum
Engravers	\$0.25/day to \$5.00 maximum
All visual media	\$0.25/day to \$5.00 maximum
Link + books	\$1.00/day to \$15.00 maximum
Interlibrary Loan (ILL) materials	\$2.00/day up to the cost of the material
GENERAL FEES	
Self-service black & white photocopying	\$0.15/page
OPAC printouts	The first five (5) pages of an individual print job are free to the patron, with subsequent pages costing \$0.15 /page
Printouts (Computer, coin-operated microform, fax)	Updated Fee: \$0.15/page
Self-service color photocopying	\$0.50/page
Sacramento Room – archival photocopies	\$0.50/page
Sacramento Room – Digital scans of materials Prints of digital scans CD with images Shipping charge per CD if mailed	\$10/per scan \$15/per print \$5.00/CD \$3.00 each
Replacement of Library Card	\$2.00
Damaged material (repairable)	\$2.50 Juvenile and Young Adult materials \$5.00 Adult materials
Damaged media boxes and cases	\$5.00 for all materials
Material processing Fee	\$5.00 per cataloged item
Collection agency processing fee	\$10.00
Returned check service fee	\$30.00
Damaged material (unusable)	Unit cost of item + material processing fee
Programs, classes, publishing fees	\$5.00 - \$500.00* *Fee to be determined per program/class activity
Passport fees	\$15 - \$35
Reshelving fee	\$1 per item

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INTERLIBRARY LOAN FEES	
ILL request (SPL customers)	\$5.00
ILL fee to send a book to out-of-state library	\$20.00
LOST LIBRARY MATERIALS	
Lost periodical	\$5.00
Lost item (ILL) Fee charged to SPL customer	\$60.00 minimum to cost of item (fine goes to owning library, not SPL)
Link+ Lost Materials	\$115.00 per item (fine goes to owning Library, not SPL)
All lost Juvenile, Young Adult and Adult items (cataloged)	Unit cost of item or "default cost"* plus material processing fee
Lost item (cataloged paperback)	Unit cost of item or "default cost"* plus material processing fee
*Default cost	\$5.00 for a magazine \$30.00 for a book
MEETING ROOMS	
After-hours fee (when staff/security must open or secure a meeting room when the library is not open)	\$50.00
Excessive cleanup costs: Charge for post-event cleaning beyond normal custodial duty assignments	Actual costs, including labor, materials and outside services
PUBLIC RECORDS DISCLOSURE	
Duplication of Authority Board meeting DVD (with DVD provided)	Actual cost, excluding staff time
Photocopies	First ten (10) pages free; at cost thereafter
Copies of Campaign Statements and Conflict of Interest Statements (FPPC)	\$0.10 per page
FPPC document retrieval fee (statements older than five years)	\$5.00 per request
Authority Board agenda packets (Copy and send by mail)	\$20.00 per packet
Authority Board agenda packets (Copy/send by Federal Express)	\$30.00 per packet

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LIBRARY GALLERIA MEETING ROOMS:

	<u>Mon-Thurs</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>
Main Floor (5 hrs.)	\$950	\$1,150	\$1,950	\$1,150
Main Floor (9 hrs.)	\$1,175	\$1,500	\$2,500	\$1,500
2nd Floor Balcony (5 hrs.)	\$300	\$450	\$500	\$450
2nd Floor Balcony (9 hrs.)	\$450	\$650	\$800	\$650
Meeting Room (1/2 Day)	\$300	\$300	\$300	\$300
Meeting Room (Full Day)	\$400	\$400	\$400	\$400
Meeting Room (Evening 6 PM+)	\$400	\$400	\$400	\$400
New Year's Eve (see Sat. rates)				

LIBRARY GALLERIA COMMUNITY USE POLICY AND FEES:

Community use policy states that the following groups may qualify for meeting room use at no charge:

- Neighborhood groups from the downtown district and other groups outside the downtown district that have been formed to improve conditions in their respective neighborhoods
- Public forums that have been called by elected city officials
- Interested groups must see Library Galleria staff for room use guidelines and availability.

Events may be subject to associated fees as described below.

Community Use Associated Fees				
Type of service/fee	Minimum hours required	Staff required	Rate per hour	Total
Library event duty	2 hrs.	1 coordinator	\$30	\$60
Security officer	4 hrs.	1 officer	\$30	\$120
Room Setup				
Up to 10 tables	4 hrs.	1 custodial	\$20	\$80
11+ tables	8 hrs./ea	2 custodial	\$20	\$320
Strike & clean	8 hrs.	1 custodial	\$20	\$160
Strike & clean	5 hrs./ea	2 custodial	\$20	\$200

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Reception Space and Equipment Fees	
Space Rental	Per Use
Old Library Foyer entrance only	\$ 100
Foyer entrance with food and beverage	\$ 300
Equipment	
LCD Projector	\$ 185
Conference phone	\$ 50
Remote clicker	\$ 25
Mac to VGA converter	\$ 25
Projection screen, 8' portable	\$ 45
Additional wireless microphones	\$ 40
Additional wired microphones	\$ 20
Additional lectern	\$ 30
Whiteboard and pens	\$ 15
Flip chart and pens	\$ 15
Designer drape backdrop 25 - 40'	\$ 120
Designer drape backdrop 17 - 24'	\$ 100
Designer drape backdrop 16' or less	\$ 60
Security guard, per hour	\$ 30
Stage	\$ 100

Wedding and Prom Packages	Sunday-Friday	Saturday
Wedding reception, main floor only	\$ 1,150	\$ 1,950
Wedding, main floor and balcony	\$ 1,600	\$ 2,450
Wedding and ceremony, main floor	\$ 1,900	\$ 2,900
Wedding and ceremony, main & balcony	\$ 2,350	\$ 3,400
Prom, main floor and foyer, 5 hours	\$ 1,150	\$ 1,950
Balcony, 5 hours	\$ 450	\$ 500
East meeting room and Old Foyer	\$ 400	\$ 400
Library Lobby as an entrance	\$ 100	\$ 100
New Year's Eve (see Saturday rates)		
Hourly rates after hours		
Galleria	\$ 175	
Balcony	\$ 50	