SACRAMENTO PUBLIC LIBRARY
FINES/FEES STRUCTURE
Final Budget: September 24, 2020
COVID-Related Fine and Fee Suspension
8.1 Approved by Library Authority Board

Note: items highlighted in yellow represent COVID-19 related recommendations.

Categories	Current Fees
FINES	
Periodicals	Suspend overdue fine due to COVID-19
All Juvenile and Young Adult (YA) materials	$0.00
All Adult materials	Suspend overdue fine due to COVID-19
All visual media	Suspend overdue fine due to COVID-19
Mobile Devices (e.g. Hotspots, Laptops or Tablets)	Replacement cost of item
Link + books	$0
Interlibrary Loan (ILL) materials	Suspend overdue fine due to COVID-19
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
Collection agency processing fee	$10.00
Returned check service fee	$30.00
Damaged material (unusable)	Suspend fee due to COVID-19
Programs, classes, publishing fees	$5.00 - $500.00* *Fee to be determined per program/class activity
Passport fees	$15 - $35

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INTERLIBRARY LOAN FEES	
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"*
Lost item (cataloged paperback)	Unit cost of item or "default cost"*
*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

LIBRARY GALLERIA MEETING ROOMS

	Mon-Thurs	Friday	Saturday	Sunday
Main Floor (5 hrs.)	$1,000	$1,300	$2,300	$1,300
Main Floor (9 hrs.)	$1,500	$2,000	$3,000	$2,000
2nd Floor Balcony (5 hrs.)	$300	$450	$500	$450
2nd Floor Balcony (9 hrs.)	$450	$650	$800	$650
Meeting Room (1/2 Day)	$400	$400	$400	$400

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Meeting Room (Full Day)	$500	$500	$500	$500
Meeting Room (Evening 6 PM+)	$500	$500	$500	$500

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./each	2 custodial	$20	$320
Strike & clean	8 hrs.	1 custodial	$20	$160
Strike & clean	5 hrs./each	2 custodial	$20	$200

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

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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	$ 200

Wedding and Prom Packages	Sunday-Friday	Saturday
Wedding reception, main floor only	$ 1,500	$ 2,500
Wedding, main floor and balcony	$ 1,950	$ 3,000
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	