Memorandum 12-010 Revisions to Library Fees Schedule

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M E M O R A N D U M 12-010

TO: MAYOR HORNADAY AND HOMER CITY COUNCIL

THRU: WALT WREDE, CITY MANAGER

FROM: ANN DIXON, LIBRARY DIRECTOR

DATE: JANUARY 4, 2012

SUBJ: REVISIONS TO LIBRARY FEES SCHEDULE

Updates are needed to the Library Fees Schedule to reflect changes in services, procedures and equipment. The Library Advisory Board recommended the following changes at its meeting on January 3, 2012.

LIBRARY FEES

(Amended: Ordinance 05-08, 03/15/05; Resolution 04-98(S)(A), 12/13/04; 03-87, 06/23/03; 99-19(A), 3/22/99; 98-86, 9/28/98; 97-87, 10/13/97)

235-3180 Closed - Sundays. Open - Mon, Wed, Fri and Sat from 10 a.m. to 6 p.m. Tues and Thurs from 10 a.m. - 8 p.m.

Library Cards Replacement cards $5/issue
Temporary card $10 non refundable
Temporary Family card $50, $40 refundable; limit of twelve items. Refunds are issued the second check run of each month via check from the City of Homer. Apply for refund through Library staff and provide forwarding address. If the refund is not claimed within six months the refund becomes a donation to the Library.

Overdue Items - 14 day circulation (except digital devices) $0.15/day
(except digital devices) Maximum charge $6.00
Admin. Fee of $25

3 7 day and 1 day circulation - $1.00/day
Digital Devices $5.00/day
Interlibrary Loans- $1.00/day
2nd overdue notice - $1.00/notice

Bill notice - $1.00/notice
Admin. Fee for Bills Sent to Collection Agency $25.00

Photo copy $ .15/ea (letter size) and (legal size) per side
$.25/ea (11”x17”) per side
$1 .00/ea color copies (letter size) and (legal size) per side
$2.00/ea color copies (11”x17”) per side

Interlibrary loan fee $2 standard size books
$.32 $.15 per page for photo copy
Priority Mail $4.00
Microfilm/videos/CDS/Audios
Additional charges may be assessed and mailing costs may exceed these amounts.

Replacement/Repair of items
Lost or damaged items: Replacement cost plus $7.00 processing fee per item to
Damaged items $7.00 processing fee to
Lost or damaged cases, hang-up bags, etc.: Replacement cost or $2.00, whichever is greater

Lost map or inserts - $10/item
Lost out-of print items - $50/Alaskana
$40/non fiction
$35/fiction

Damaged Item - $1.00/page
$2.50/cover
Damaged beyond repair - Full bindery cost or full replacement cost plus $7.00 processing charge.

Improper Return of Digital Devices- $25 fee if not returned to Front Desk staff

Please Note: To receive a refund on a lost item, patrons must return the item within sixty days of lost status. Refunds of payment for items deemed valuable to the collection and returned after the 60-day period may be made at the discretion of the Director. No refunds will be given for digital devices.

RECOMMENDATION:

Approve the revisions to the Fee Schedule as reflected in Resolution 12-006.

Related Resolutions**Memorandum - Related Resolutions:** Resolution 12-006 Fee Schedule Amendment for Library Fees to Include Overdue Items, Photocopies, Interlibrary Loan Fee, Replacement/Repair of Items, and Improper Return of Digital Devices

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