



Policy 6.6 Fees and Charges

Adopted by Library Board of Trustees
8/26/2010

The North Olympic Library System will establish fees and charges as required. All such fees and charges will be adopted by the NOLS Board of Trustees and recorded in the Fees and Charges Schedule, attached to this Policy Manual as Appendix A.



Pursuant to Policy # 6.6 The North Olympic Library System has established and adopted the following fees and charges.

Borrower’s Fees (covered in detail in NOLS Policy 3.1- 3.5)

“Paid Subscriber” Borrower’s Card Fee \$60.00 per year, \$30.00 per 6 month
 (See NOLS Policy 3.1.3.)

Extended Use Fees for Late Return of Borrowed Materials (See NOLS Policy 3.5.2.)

Standard Circulating Materials	\$.20 per day	\$ 5.00 maximum
Non-Standard Materials		
• “Speed Read” materials	\$.50 per day	\$ 5.00 maximum
• Reference/professional collection materials and loaned equipment, microfilm, oral history tapes, photo album, slide set	\$ 1.00 per day	\$25.00 maximum

Charges for Lost and Damaged Items (See NOLS Policy 3.5.3.)

Replacement Cost Charges

Charges below are used only when actual replacement cost cannot be determined.

Audio Cassette	\$10.00
Book (Hardback)	\$33.00
Book (Paperback)	\$ 5.00
Carousel Slide Tray	\$15.00
CD	\$10.00
DVD/VHS	\$20.00
Hanging Bag (plastic)	\$ 2.00
Magazine	\$ 5.00
Microfilm/ Slide/Album/Oral History Tape	\$50.00
Pamphlet or Liner Notes	\$ 2.00
Vertical File	\$.50

Processing Fee Charges

A non-refundable processing fee of \$10 will be added to replacement cost charges for lost or damaged-beyond-repair items, to cover expenses associated with updating the database of holdings, physical processing, and other required of handling of a replacement item.

Rental Fees for Facilities and Equipment

Meeting room rental fees: (See NOLS Policy 7.2 for criteria for free use)

Room	Capacity/square footage	2 hours	4 hours	All day
PA Carver Room	95 seated, 200 standing	\$50	\$100	\$200
PA Carver Room North	45 seated, 95 standing	\$25	\$50	\$75
PA Carver Room South	45 seated, 95 standing	\$25	\$50	\$75
SQ full room	45 seated	\$25	\$50	\$75
SQ west room	25	\$12.50	\$25	\$50
Forks meeting room	25	\$12.50	\$25	\$50
CB meeting room	25	\$12.50	\$25	\$50
All small study rooms	1-4	\$2.50	Not available	Not available
In addition to rental fees, a cleaning and/or key deposit may be required.				

Rental of other Library spaces for special events, held when the Library is closed, will be considered by the Library Director on a case-by-case basis, subject to proof of insurance and other conditions appropriate to the intended use. Rental fees for such use will be determined by the Library Director, based on the nature of the proposed use, the amount of space required, number of attendees, and actual costs to the Library of providing staffing to open, close and monitor such rental use. In addition to rental fees, a cleaning deposit or fee may be required.

Equipment Rental Fees

Data/Video Projector Rental (for use outside library) \$25.00 per day

Fees for Services

Photocopies & Computer Printing

8.5"x11" and 8.5"x14"

\$.10 per page

Public faxes

Personal Faxes Sent

Domestic

\$2.00 first page

\$1.00 each additional page

International

\$5.00 first page

\$2.00 each additional page

Personal Faxes Received

\$.10 per b/w page

Reproduction/Negative (Kellogg Collection)

\$2.00 each

Charges for Sale of Merchandise

All prices include sales tax

Flashdrive

\$7.50

Floppy Disk

\$.50

Earbuds

\$5.00

AAA Batteries

\$.50

The Library Director has the authority to adjust the charges listed above based on individual circumstances.

