



Policy 4.2

Fees and Charges Schedule

Adopted by Library Board of Trustees: 8/26/2010
 Revised: 4/26/2012; 11/25/2013; 8/28/2014; 11/20/2014;
 02/26/2015; 11/19/2015; 1/27/2016; 06/23/16;
 07/28/16; 11/22/16; 10/26/2017; 02/28/2019; 08/22/2019

Fees and Charges Schedule

The North Olympic Library System has established and adopted the following fees and charges. The Library Director has the authority to adjust the fees and charges listed in this schedule on a case-by-case basis.

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 months

(See NOLS Policy 3.1.3.)

Fees for lost and damaged items (See NOLS Policy 3.5.)

Actual replacement costs will be charged for items when such costs are available. When actual costs are not available, default charges will be assessed as follows:

| | |
|---|----------|
| Audiobook | \$60.00 |
| Audiobook Case | \$4.00 |
| Barcode | \$1.00 |
| Book (hardback) | \$27.00 |
| Book (paperback) | \$15.00 |
| Book discussion kit | \$100.00 |
| Book discussion kit tote | \$10.00 |
| Carousel slide tray | \$15.00 |
| CD | \$15.00 |
| CD case | \$1.00 |
| Digital projector | \$600.00 |
| DVD | \$25.00 |
| DVD case | \$3.00 |
| External USB floppy drive | \$15.00 |
| Magazine | \$5.00 |
| Maps | \$15.00 |
| Media card reader | \$15.00 |
| Media player (Playaway) | \$80.00 |
| Media player case | \$5.00 |
| Microfilm/slide/album/oral history tape | \$50.00 |
| Mylar book jacket cover | \$2.00 |

| | |
|------------------------|----------|
| Opaque projector | \$200.00 |
| Pamphlet or liner note | \$2.00 |
| Projection screen | \$100.00 |
| Slide projector | \$200.00 |
| Padded case | \$20.00 |

Restocking Fee \$5.00

If a patron provides a replacement for a lost or damaged item, a restocking fee will be added to the account, to cover expenses associated with updating the database of holdings, physical processing, and other required handling of the replacement item.

Collection Fee \$10.00

Accounts that are referred to a materials recovery agency pursuant to policy 3.5.3, will be assessed a non-refundable \$10 service charge.

Non-sufficient Funds / Returned Check Fee \$25.00

A non-refundable fee will be added to an account when a check that was used to pay for other Library fees and charges is returned due to non-sufficient funds.

Rental Fees for Facilities and Equipment

Meeting room rental fees (See NOLS Policy 4.9 for criteria for free use)

| Room | Capacity | 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 | \$100 |
| PA Carver Room South | 45 seated, 95 standing | \$25 | \$50 | \$100 |
| PA Coffey Room | 12 seated | \$10 | \$20 | \$40 |
| PA study rooms | 2 seated | \$2.50 | \$5 | \$10 |
| SQ full room | 40 seated | \$25 | \$50 | \$100 |
| SQ meeting room – south side | 25 seated | \$12.50 | \$25 | \$50 |
| SQ meeting room – north side | 12 seated | \$2.50 | \$5 | \$10 |
| FO meeting room | 35 seated | \$12.50 | \$25 | \$50 |
| FO conference room | 7 seated | \$2.50 | \$5 | \$10 |
| CB meeting room | 25 | \$12.50 | \$25 | \$50 |
| 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.

Fees for Services

Online payments

| | |
|---------------------|--------|
| Per transaction fee | \$0.50 |
| Minimum payment | \$2.00 |

Photocopies and computer printing

| | |
|-----------------------------|-----------------|
| Black and white – One sided | \$0.10 per page |
| Black and white – Two sided | \$0.15 per page |
| Color – One sided | \$0.20 per page |
| Color – Two sided | \$0.25 per page |

Faxes

| | |
|----------------|-----------------|
| Fax – Sent | \$1.00 per fax |
| Fax – Received | \$0.10 per page |

Public Records Request Costs and Charges *(covered in detail in NOLS Policy 5.14)*

Charges for Sale of Merchandise

For the convenience of library customers and/or to help raise community awareness of the library, NOLS makes the following items available for purchase. Merchandise prices are set to recover original purchases costs, sales tax and associated overhead costs; NOLS does not make a profit on the sale of merchandise.

Merchandise Price List

| | |
|-------------------------|---------|
| AAA battery | \$0.50 |
| Earbuds | \$2.00 |
| Flash drive | \$5.00 |
| NOLS branded pint glass | \$6.00 |
| NOLS sticker (4"x6") | \$1.50 |
| Notecard packets | \$6.50 |
| Chico bag | \$7.00 |
| Canvas tote | \$12.50 |

All prices include sales tax

Refunds of Borrower's Fees and Printing Deposit Funds

Credits on borrowers' accounts and funds deposited into print accounts will be held for three years. If an account with a positive balance is inactive for three years, the balance will be removed from the account to the Library's unclaimed property account and reported to the Washington State Department of Revenue as unclaimed property. Account balances held for five years will be deposited to the Library's general fund as a donation to the North Olympic Library System.

Write-Off of Bad Debts

The Library will write-off past due account balances that are no longer deemed collectable.

Patron accounts with a past due balance of fifty dollars (\$50.00) or more for twenty-one (21) days or more are sent to collections per Policy 3.5.3.

Patron accounts that have been expired for seven (7) years and have past due balances will be written off as bad debt. The fees on these accounts have been billed to patrons, remain unpaid, and therefore, are deemed uncollectable.

The Library operates on a cash basis accounting method as directed by the Washington State Auditor's Office. Outstanding patron account balances are not reflected on the Library's balance sheet as an asset but are tracked in the Library's integrated library system (ILS).