



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

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

(See NOLS Policy 3.1.3.)

\$60.00 per year, \$30.00 per 6 months

Fines for the late return of borrowed materials (See NOLS Policy 3.5.2.)

Standard circulating materials	\$0.20 per day	\$5.00 maximum
Other non-standard materials	\$1.00 per day	\$25.00 maximum

Charges for lost and damaged items (See NOLS Policy 3.5.3.)

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:

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

Processing Fee \$5.00

A non-refundable processing fee 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 handling of a replacement item.

Collection Fee \$10.00

Accounts that are referred to a materials recovery agency pursuant to policy 3.5.4, 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

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.

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