	LIBRARY DISTRICT POLICIES AND PROCEDURES		
	Revision Approval:		Date Approved:
	POLICY: Fee Policy		Section 1.09

I. PURPOSE

- A. To provide patrons of the Yavapai County Free Library District (YCFLD) a fee schedule for various costs at the library.

II. POLICY

- A. YCFLD does not charge overdue fines for materials. YCFLD does charge for lost or damaged items. Fees and payments are listed below.

III. PROCEDURE

A. Acceptable Forms of Payment

1. Cash, personal checks, and business checks can be accepted as payment for all library fines and fees.
2. Temporary checks, out-of-state checks, and traveler's checks are not accepted.
3. Credit or Debit Card or other electronic payment may be available at some locations for a fee which is determined by the electronic payment vendor.


B. Fees

1. Library cards are \$1.00 to replace.
 - a) There is no charge for a replacement card if:
 - (i) The barcode is no longer readable.
 - (ii) The patron has a name change and a current library card.
 - (iii) A patron has a minor card in the system and is now applying for an adult card.
 - b) Library card fees may be waived at the discretion of library staff.

- C. The processing fee for lost or damaged items is \$5.00 and is non-refundable. Additional fees may apply for items in cases.

D. Lost or damaged items must be replaced by the patron that checked out the item.

1. Patrons may refund the value of an item with an acceptable form of payment.
2. Patrons have an option of donating a replacement copy of a lost or damaged item that is in like-new condition.
 - a) Staff will provide the patron with item replacement information which will include title, author, ISBN, and a price of the item.

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- b) Books withdrawn from other libraries are not suitable replacements.
 - c) The patron is responsible for the \$5.00 processing fee if applicable.
- E. The Library District may use a debt collection agency to recover items collectively valued at \$200 or more. Patrons that are sent to collections will be responsible for a collection fee.
- F. Fee Schedule
- a) B&W copies/prints - .15 cents per one-sided page
 - b) B&W copies/prints - .25 cents per double-sided page
 - c) Color copies/prints - .50 cents per one-sided page
 - d) Color copies/prints - .75 cents per two-sided page
 - e) Fax incoming per page - .15 cents
 - f) Fax outgoing - .25 cents per transmittal
 - g) Scanning documents - no charge
 - h) Notary – no charge
 - i) Replacement library card - \$1.00
 - j) Audio case - \$8.00
 - k) DVD case - \$5.00
 - l) CD case - \$5.00
 - m) Lost Interlibrary Loan (per item) - \$10.00 plus cost of each item
 - n) Collection fee - \$20.00