	<b>LIBRARY DISTRICT POLICIES AND PROCEDURES</b>		
	Revision Approval:		Date Approved: 11/1/2023
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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- b) Books withdrawn from other libraries are not suitable replacements.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