

ADMINISTRATIVE REGULATIONS

TAB: Patron Services

DOCUMENT NUMBER: 20-10-90

SECTION: General Patron Services

SUBJECT: FEE SCHEDULE

SUMMARY

This regulation describes charges made to patrons for direct services.

Effective Date:
Reviewed:

October 4, 2017
November 7, 2019
October 27, 2021
November 14, 2024
February 13, 2025

AUTHORITY FOR FEES

a. Fees may be adopted or changed only by the Library Board of Directors. The County Librarian may adopt procedures to implement the terms of this regulation.

REGULAR FEE SCHEDULE

b. The Fee Schedule for services available from public service desks is as follows:

Service	Fee Charged
Ear Buds	\$2.00
Interlibrary Loan	Actual charge from the loaning institution for lending materials
Photocopies	\$0.15 single-sided or \$0.30 for double-sided black and white \$0.50 single-sided or \$1.00 for double-sided color This fee is waived for patrons receiving service under Service to Homebound Patrons (ARM 20-15-50)
Prints from Library Computers, Scanners, or Remote/Cloud Print Service	\$0.15 a page single-sided or \$0.30 for double-sided black and white \$0.50 a page single-sided or \$1.00 for double-sided color
Materials Recovery Fee	\$10.00 per patron account handled by the materials recovery vendor.
Returned Check Fee	\$25.00