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FINES AND FEES

The Director or designee shall charge fines and fees to assure the timely return of materials, fund the replacement of materials that are lost or damaged, and offset costs for document delivery. The Director or designee will also charge for meeting room use.

The Board has established the following fines and fees:

1. Overdue items

Fines on overdue items owned by the Library from the following categories are charged at \$1.00 per day:

- Feature DVDs
- TV Series DVDs
- Video Games
- Kidpacks
- Reference materials

Fines for all other overdue items are charged at \$.25 per item per day.

2. Lost or Damaged Items

If an item is lost or damaged, the patron shall pay the price that appears in the Library's circulation database plus an additional fee for processing of the item. The Library will refund payment, less processing fees, for a lost item subsequently returned within ninety days after payment. Replacement copies will not be accepted in lieu of payment for lost or damaged materials.

3. Card Replacement

The Library will assess a \$1.00 fee to replace a lost card.

4. Document Delivery Fee – Special Collections

The Main Library provides a limited fee-based search service for selected Idaho Information deliverable through facsimile transmission, scanning, email or U.S. mail. Patrons will be invoiced for the charges or may pay the fees by credit card. The charges are as follows:

- \$5.00 for Idaho Statesman obituary and death notices delivered to patrons, limited to four obituaries and/or death notices per request.
- \$5.00 per article from the Idaho clipping files delivered to patrons, limited to four articles per request.
- \$1.00 per page from phone books and Boise city directories for a specific name/business during a specific year delivered to patrons, with a limit of five pages per request.

5. Document Delivery Fee – Other Collections

Patrons may request faxed copies from various other materials held at the Main Library related to reference and research purposes. The Library will fax free of charge up to 15 pages of material to anyone within its toll-free calling area. Any fax consisting of 16 pages or more shall carry a flat charge of \$5.00, payable in advance by credit card. Anyone outside the toll-free calling area shall be charged a flat \$5.00 fee for a fax of reasonable length.

6. Meeting Rooms

Staff will charge fees for the use of meeting rooms as follows:

- William F. Hayes Auditorium (Main Library)
Reservation Fee: \$80.00
Cancellation Fee: \$25.00
- Marion Bingham Conference Room (Main Library)
Reservation Fee: \$25.00
Cancellation Fee: \$7.50
- Community Rooms (Branch libraries)
Reservation Fee: \$50.00
Cancellation Fee: \$15.00

The Library will assess a charge on checks that, for any reason, are not honored by the bank on which they are written, and which are returned unpaid to the Library. Such charge shall be equal to that made by the City of Boise for the same purpose and payment may not be made by personal check.

At the discretion of the Director or designee, the Library may engage the services of a collection agency to collect outstanding fines and fees or to ensure the return of materials. In the event that the Library has need to use the services of a collection agency, a fee of \$10.00 shall be added to the account and shall be paid in addition to any other fees/charges for fines, lost/damaged materials, or other charges which have been made to a patron's account.

The Library may pursue court action against patrons who refuse to return items to the Library.

No materials will be loaned to patrons owing more than \$10.00 in fines or fees, nor to any patron who has unresolved charges on an account referred to a collection agency.