

Document Type:	Policy
Number:	4.03
Effective:	03-01-2011
Revised:	02-11-2026
Last Reviewed:	02-11-2026

FEES

The Library charges fees to help fund the replacement of materials that are lost or damaged and offset costs for document delivery. The fee types are listed below and the current fee amounts are listed in Regulation 4.03a, Fee Schedule.

1. **Lost or Damaged Items Fee**
If an item is lost or damaged the user shall pay a replacement cost, which may include 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.
2. **Library Card Replacement Fee**
The Library will assess a fee to replace a lost card.
3. **Document Delivery Fee – Special Collections**
The Downtown Library provides a limited fee-based search service for selected Idaho Information deliverable through facsimile transmission, scanning, email or U.S. mail. Users will be invoiced for the charges or may pay the fees by credit card. The charges apply to the following:

 - Idaho Statesman obituary and death notices delivered to users, limited to four obituaries and/or death notices per request.
 - Articles from the Idaho clipping files delivered to users, limited to four articles per request.
 - Pages from phone books and Boise city directories for a specific name/business during a specific year delivered to users, with a limit of five pages per request.
4. **Document Delivery Fee – Other Collections**
Users may request faxed copies from various other materials held at the Downtown Library related to reference and research purposes.
5. **Holds Mail Delivery Fee**
Users may request to have items placed on hold to be mailed to their home for a per item charge.

6. Returned Check Fee

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.

Accounts with more than 10 items overdue or with lost materials will be prohibited from borrowing further physical materials until the overdue or lost items are returned or replacement charges have been paid. No physical materials will be loaned to users owing \$10.00 or more in fees, nor to any user who has unresolved charges on an account referred to a collection agency.

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