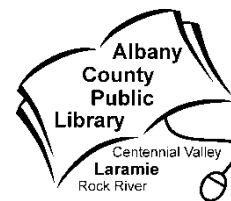


**\*\*Please note all new proposed changes are shown in agency font or omitted with a strikethrough\*\***

## FEE SCHEDULE

Approved by the Albany County Public Library Board of Trustees May 21, 1998, and revised  
11/03, 11/04, 1/05, 3/05, 8/06



**PHILOSOPHY:** The Albany County Public Library understands that books and media experience normal wear and tear as they are used. The library balances normal wear and tear against damages that might make the public reluctant to use the material. Readability is one consideration; appearance is another. These guidelines cover any material that the library checks out to the public. **As regulated by Wyoming Statute §18-7-104, all damaged and withdrawn materials remain the property of the library until permission is given to dispose of them.**

### Standard fees

#### **Faxes:**

- Incoming
  - \$.50/page: same inside or outside of US
- Outgoing
  - Within US: First page \$2. Each additional page \$1 (**Do not charge the Cover Sheet**)
  - Outside US: First page \$4. Each additional page \$2

#### **Overdues:**

- No fines are charged
- Patrons receive an email two days before the item is due, at which time they can still renew their items online
- Notices are sent the 3<sup>rd</sup>, 14<sup>th</sup>, and 21<sup>st</sup> day the item is overdue
- Patrons are then turned over to the Collection Agency and billed for the replacement fee and collection agency fee, \$10
- Users owe the collection agency fee even if materials are returned in good condition

#### **Patron cards:**

- First or upgraded current card -- FREE
- Replacements -- \$1

**Book Basket:** \$20 (Proceeds go to the ACPLF)

#### **Photocopies/Printing** (Proceeds go to the ACPLF):

- \$ 0.10 for printer copies from Internet/word processing/catalog
- \$ 0.10 for letter and legal photocopies
- \$ 0.20 for ledger photocopies
- \$ 0.25 for microfilm copies
- \$ 0.25 for color printer copies

#### **Processing Fee**

- \$5 for each lost or damaged item
- The processing fee ~~will be charged for~~ covers materials and library staff time spent ordering & processing the replaced item even if the manufacturer may replace a magazine, broken CD, broken cassette tape or CD liner note/instruction at no cost.

#### **Damaged or ~~Lost~~ Missing**

Users have two options:

1. To settle the issue immediately, they may pay the default price on the item if one is listed in the catalog or the following prices if a price is not listed:
  - Adult hardback books (fiction or non-fiction): \$29.00
  - Audio book: \$25.00
  - Cassette or disk missing from Book-audio set: \$16.00
  - CD singles: \$19.00
  - DVD sets: \$35.00
  - DVD singles: \$28.00
  - Large clamshell CD/DVD albums: \$5.00
  - Large Print: \$35.00
  - Large VHS clamshell case: \$5.00
  - Magazine issue: \$5.00
  - Mass market paperback: \$9.00
  - Music CD cases lost or not damaged through ordinary wear and tear: \$1.00
  - Reinforced cases for audiobooks, larger AV items: \$5.00
  - Small DVD or CD cases: \$1.00
  - Trade paperback: price printed on original item
  - VHS clamshell cases: \$3.00
  - YA and JUV books: \$20.00
  
2. Or if willing to wait for staff to research items costs, they ~~Patrons will~~ may pay the current cost, according to our supplier, of a damaged or lost item PLUS the processing fee. ~~Selectors, staff in charge of that collection, investigate and contact the user.~~

### **Guidelines for determining damage:**

Fees for damaged materials will be charged when the condition of an item makes it unsuitable to be returned to the collection. Individual standards for readability vary. The library keeps a higher standard than individuals might since the community of users includes people with damaged immune systems.

Normal wear and tear or minor damage is to be expected as items circulate. This includes:

- AV bags or plastic cassette pouch replacement
- book falling from spine case
- CD, DVD, video or cassette case replacement
- endpapers marked
- frayed edges
- loose contact paper or spines
- missing magazine back cover or insert
- missing barcodes or labels
- paper dust jacket torn/marked
- plastic jackets torn/marked/missing
- pocket torn/marked/missing
- tears on spine channel
- torn pages
- torn plastic covers

Examples of major damage that require withdrawal of materials:

- animal chews
- liquid damage
- pages stuck together
- extensive marking/comments
- pages marked/burned/missing
- swollen/mildewed/odoriferous

Examples of items that would be withdrawn if parts cannot be replaced:

- Books that are missing accompanying cassette, CD or DVD when those items cannot be replaced. In this case a new item must be purchased, even though the remaining parts are not damaged.
- CDs or DVDs that are missing accompanying instruction or informational booklets when those items cannot be replaced. Booklets are needed to add value to the item.

Patrons are discouraged from replacing a damaged or lost item with an item purchased personally. Any request to do so must be cleared by the librarian in charge of the collection. In most cases the librarians order materials through a specialized vendor and receive library discounts. For out of print items, the librarian in charge of the collection will determine a fair value based on the type of material lost or damaged and select a similar replacement item. In most cases, the librarian will not try to locate an exact replacement for an out of print item.

As much as is reasonable and possible, the librarian follows these rules for purchasing replacements:

1. If the book was library sewn binding, the replacement is a library sewn binding.
2. A hardback replaces a hardback; a paperback replaces a paperback. A book club edition does not replace a standard edition.
3. The title is the same. If the item is out of print, the librarian selects a similar item that benefits the overall collection.
4. The most current edition of an updated book will replace an earlier edition.

~~Anything not covered on this list is referred to the selector, the staff member~~ librarian in charge of the collection, ~~has the final authority to set the amount billed for any item.~~