



CITY OF RANCHO CUCAMONGA

FEEES FOR SERVICE POLICY

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APPROVED: 11/4/10

PURPOSE:

The purpose of this policy is to outline the philosophy of fees for service to provide guidance for the staff and understanding by the public.

POLICY:

It is the library policy to charge cost-recovery fees for services beyond traditional or basic library services. Basic services have been defined as the loaning of book materials, answering of simple information questions, attendance at open children's and adult programming. Non-basic services have been defined by the Library Board as DVD rental, Books on CD rental, gaming software, reserve materials, interlibrary loan, photocopying, passport acceptance and photo fees (these fees are set and mandated by the United States Department of State) and specialized class instruction. Fees will be assigned based on a cost recovery formula that will include a portion of staff time, consumables and utility costs. While the Board may choose to subsidize services by charging less than full cost recovery, in no instance shall the Board charge more than the cost to provide the service. All fees will be subject to Library Board approval.

Fees may also be established when an enhanced service is provided as an alternative to an existing free service.

Fees may be established when the service clearly benefits one user to the exclusion of others or prevents reuse of the information provided.

SERVICES FOR WHICH THE BOARD HAS DETERMINED A FEE MAY BE CHARGED:

1. Rental for media of all varieties
2. Interlibrary loan
3. Reserves
4. Lost library card
5. Temporary library card
6. Collection agency fee
7. Passport acceptance
8. Passport photos

FEES FOR SERVICE

GENERAL FEES

Charge

Interlibrary Loan	\$3
Reserves	\$.50
Temporary Library Card	\$.50
Lost Library Card	\$2
Collection Fee:	\$20 per account
Passport acceptance	\$25 per passport or passport card
Passport photo	\$12 (for 2)

PRINTING/PHOTOCOPIES

Color	\$.50
B&W	\$.10