

**RESOLUTION NO. 5800**

A RESOLUTION TO ADOPT A NEW FINES AND FEES SCHEDULE FOR THE ALBANY PUBLIC LIBRARY AND REPEAL RESOLUTION NO. 4439.

WHEREAS, the cost of providing library service has constantly risen; and

WHEREAS, the intent of the City is to charge nonresidents the same amount for library service as residents; and

WHEREAS, the Albany Public Library Advisory Board approved changes to the Fines and Fees Policy and recommends said changes be approved by the Albany City Council.

NOW, THEREFORE, BE IT RESOLVED the Albany City Council does hereby adopt by resolution the attached fines and fees schedule for the Albany Public Library and repeal Resolution No. 4439.

DATED AND EFFECTIVE THIS 8th DAY OF JULY 2009.

ATTEST:

  
\_\_\_\_\_  
Mayor

  
  
\_\_\_\_\_  
City Clerk

### Overdue Materials

1. It shall be the policy of the Albany Public Library to charge a fine (nonrefundable) for overdue materials.
2. Fines are charged for overdue materials based upon the current fee schedule. Patrons may continue to check out library materials until they have accumulated \$5.00 in charges. At that point, patrons will not be permitted library privileges until the fines are brought below \$5.00. If overdue items are returned before the fifth day overdue, the patron will not be fined for the first four days. (This is a four-day grace period.)
3. A library card renewal will not be processed until all overdue materials are returned and/or fines paid.
4. Fines for overdue library materials are:
  - a. All materials (except those listed below): \$.20 per item per day; to a maximum cost of material or \$5.00, whichever is lower, including patrons sent to collections.
    - 1) Paperbacks (uncatalogued) – no fines charged.
    - 2) Fines may be forgiven at the discretion of the staff person or the Librarian-in-Charge in the event of illness, death in the family, or other extraordinary circumstances.

### Lost Material

1. Generally, the replacement charge for a lost item is the retail price of the item plus a nonrefundable processing fee of \$5.00 per item. If replacement charges are paid for a lost or damaged item within six months of the due date, no fines will be charged. If a lost item is returned within six months of the due date, only applicable fines and fees will be charged and ***only if the patron has their copy of the original receipt***. If items are more than six months overdue, the borrower will be charged both replacement charges and any applicable fines.
2. To determine the retail price of items online sources will be consulted.
3. Materials lost or damaged may be replaced by the patron with another identical item in new condition, if approved by the Librarian in-Charge.
4. Receipts are to be given on all lost or damaged material transactions.
5. Lost book charges may be forgiven at the discretion of the Library Director in the event of extraordinary circumstances.

### Damaged Materials

1. Materials that have been damaged beyond repair or use to the Library are charged at replacement cost, as listed below. The material may then be kept by the patron after the barcode is removed and material stamped "withdrawn from collection" by the Technical Services Librarian.

2. Damaged materials that may still be circulated will be subject to the following charges:

Cigarette burns	50¢/page or price of book if more than 10 pages
Page torn	25¢/page if it can be mended
Ink marks	50¢/page or price of book if significant
Pages missing	Price of book
Water marks/water damage	25¢/page or price of book if significant
Lost or cut periodicals	50¢/page up to \$7.50 if significant

#### Fees - Suspension of Library Privileges

The library privileges of any patron having \$5.00 or more in fines, any unreturned material, and any returned checks will be suspended until the charges are cleared.

#### Fees - Nonresident

**Nonresident:** Those living outside the Albany city limits who wish to borrow materials from the Albany Public Library may purchase a borrower's card in lieu of the property tax assessed to the residents of Albany for the support and operation of the Library.

**Fee:** **\$50.00/year. All members of the household living at that address receive a borrower's card valid for one year and enjoy the full privileges of a resident borrower.**

~~1. Family Card~~ ~~\$60.00-\$75.00/year. All members of the household living at that address receive a borrower's card valid for one year and enjoy the full privileges of a resident borrower.~~

~~2. Individual Card~~ ~~\$30.00/year. This card is for the sole use by the individual cardholder and is valid for one year. The cardholder has full privileges of a resident borrower. It is not the intent of the Library to have other individuals eligible to use this card.~~

~~3. Youth Card~~ ~~\$10.00/year. This card may be issued to anyone and is valid for one year. This card allows items to be borrowed from the Albany Public Library's Children's collections only.~~

#### Fees - Interlibrary Loans

**Basic Request** A nonrefundable \$3.00 fee is assessed in advance for each item requested. Occasionally, the loaning library will charge extra costs, in which case the patron will be so notified.

**Microfilm** A microfilm loan is the same as the basic interlibrary loan except for microfilm borrowed from the American Genealogical Lending Library. The loan fee is \$3.25 plus \$3.00 postage in a check or money order made payable to American Genealogical Lending Library and any additional charges after microfilm has been received. All fees for basic requests are to be paid when ILL request is submitted.

## Fees – Computer Printing

The Library uses print management software to control printing from public use computers. The purpose of print management software is twofold: cost recovery and avoidance of printing mistakes, e.g. too many copies or printing more than one may have realized or wanted. Print management software will clearly indicate to computer users the cost of their printing and require them to authorize the printing. It will also debit their print management account.

Print Rates: Black and white laser printers set at \$.15/page – subject to change. Color laser printers set at \$.50/page – subject to change.