

1 [San Francisco Public Library – Fees.]

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3 **Ordinance making environmental findings and amending the San Francisco**  
 4 **Administrative Code by amending Section 8.21-2 to adjust existing Library fees and**  
 5 **authorize the Library to collect fees for scanning services, special meeting room**  
 6 **services, and lost and damaged interlibrary loan materials.**

7 Note: Additions are single-underline italics Times New Roman;  
 8 deletions are ~~strikethrough italics Times New Roman~~.  
 Board amendment additions are double underlined.  
 Board amendment deletions are ~~strikethrough normal~~.

10 Be it ordained by the People of the City and County of San Francisco:

11 Section 1. Findings.

12 The Planning Department has determined that the actions contemplated in this  
 13 Ordinance are in compliance with the California Environmental Quality Act (California Public  
 14 Resources Code sections 21000 et seq.). Said determination is on file with the Clerk of the  
 15 Board of Supervisors in File No. \_\_\_\_\_ and is incorporated herein by reference.

16 Section 2. The San Francisco Administrative Code is hereby amended by amending  
 17 Section 8.21-2 as follows:

18 **SEC. 8.21-2. LIBRARY FINES AND FEES.**

19 (a) **Fee Schedule.** The Library Commission is hereby authorized to charge fines and  
 20 fees for the use of library materials and services in accordance with the following schedule:

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San Francisco Public Library Fines & Fees Schedule					
OVERDUE FINES	ADULT MATERIALS		Daily	Maximum	
			by Material	Books	
	Phonorecords		\$ 0.10	\$ 5.00	
	Audio Cassettes		\$ 0.10	\$ 5.00	

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1		Books on Tape	\$ 0.10	\$ 5.00	
		Compact Discs	\$ 0.10	\$ 5.00	
2		Magazines	\$ 0.10	\$ 5.00	
3		Paperbacks (Cataloged)	\$ 0.10	\$ 5.00	
4		Paperbacks (Uncataloged)	\$ 0.10	\$ 2.00	
5		<b>JUVENILE MATERIALS</b>	Depends on age of borrower (see Overdue Fines "by Patron" below)		
6		<b>SPECIAL MATERIALS</b>			
7		Videos and Digital Video Discs (DVDs) (adult/seniors)	\$ 1.00	\$ 5.00	
8		Videos and DVDs (0-17 years)	No fines	No fines	
9		Sheet Music	\$ 0.10	\$ 5.00	
10		Orchestral/Music Sets	\$ 0.25	\$10.00	
		Vertical File Materials	\$ 0.10	\$ 5.00	
11	<b>OVERDUE FINES</b>		<b>Daily</b>	<b>Maximum</b>	
12	<b>by Patron</b>	Fines: Adults (18-64 yrs)	\$ 0.10	\$ 5.00	
13		Fines: Seniors (over 65)	\$ 0.05	\$ 5.00	
		Fines: Teens (13-17 yrs)	No fines	No fines	
		Fines: Children (0-12 yrs)	No fines	No fines	
14	<b>LIBRARY CARD REPLACEMENT</b>	Lost Card: Adult/Seniors	\$ 1.00		
15		Lost Card: Youth (0-17 yrs)	\$ 0.50		
16	<b>PROCESSING FEE (PF)</b>	Processing fee: cataloged materials	\$5.00		
17	Note regarding lost materials: <i>Except for materials on interlibrary loan, (see subsection (c) below "Fees for Lost and Damaged Materials Owned by Other Libraries")</i> The Library will charge the fair market value (FMV) of lost materials. The FMV shall be determined by the Library staff after consulting with relevant sources, which may include <u>The Bowker Annual: Library and Book Trade Almanac</u> . Where there is a conflict between the standard prices below and the FMV as determined by the Library, the Library shall charge the FMV.				
21	<b>REPLACEMENT OF LOST MATERIALS</b>	<b>Materials</b>	<b>Per Item</b>	<b>Maximum</b>	
22		Hardback: Adult/Teen Non-Fiction	\$35+ PF	\$ 40.00	
23		Hardback: Adult/Teen Fiction	\$25+ PF	\$ 30.00	
24		Hardback: Juvenile Non-Fiction	\$20 + PF	\$ 25.00	

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Hardback: Juvenile Fiction	\$15 + PF	\$ 20.00	
Paperback: Cataloged			
Adult/Teen Fiction	\$10 + PF	\$ 15.00	
Juvenile Non-Fiction	\$10 + PF	\$ 15.00	
Juvenile Fiction	\$5 +PF	\$ 10.00	
<b>Other Materials</b>	<b>Per Item</b>	<b>Maximum</b>	
Paperback:	\$ 5.00		
Paperback/Hardback: International Generic Record	Price varies: \$5-\$15 depending on FMV		
Periodicals/Magazines	\$ 5.00		
Phonorecord	\$15 + PF	\$ 20.00	
Audiocassettes	\$10/tape	FMV of set + PF	
Videos and DVDs	\$20 + PF	\$ 25.00	
Supplementary Materials: incl. Booklets, libretti, maps, CDs, etc.	\$3/item		
Sheet Music/Scores	<i>FMV as set by Library Art/Music Department</i> <u>\$30 + PF</u>	\$35.00	
Sheet Music/ Uncataloged	<i>FMV as set by Library Art/Music Department</i> <u>\$30 + PF</u>	\$35.00	
Audio Books	\$5/tape <i>or</i> <u>CD</u>	FMV of set + PF	
Compact Discs	\$15 + PF	\$20	
Language Sets	\$10/item	FMV of set + PF	
Vertical/Picture File	\$5/item		
<b>LOST/DAMAGED FEES</b>	<b>ITEM</b>		
<i>Audiocassette Media</i> case (lost)	\$ 1.00		
Barcode label	\$ 0.25		
Barcode & flyleaf	\$ 1.00		
<i>CD Jewel Case (lost)</i>	<i>\$ 1.00</i>		

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	<i>Videocassette case (lost)</i>	\$ 2.00		
<b>SERVICE FEES</b>	<b>BORROWERS</b>			
	San Francisco & California Residents	Free		
	Visitor's Card (non-California)	\$ 10.00	Non refundable 3 months duration	
	Firm (business) card	Free		
	Restricted (no proof of residency)	Free		
	Reserves	Free		
	Inter-Library Loan <i>and</i> <u>LINK+</u>	Free		
	Returned Check Fee	\$10 (current City-wide charge – subject to revision by City)		
	<i>Recovery of Delinquent Accounts</i>	<i>\$10/account</i>		
	Books-by-mail	\$3 or cost of shipping & handling, whichever is greater		
<b>DOCUMENT DELIVERY AND SPECIAL SERVICES</b>	Inter-Library Loan: Photocopy	.25/page		
	(maximum: 50 pages/day)		\$5.00 rush	
	San Francisco History Center: reproduction of photographs (for teaching, scholarship or research purposes)	\$1/photo		

1		San Francisco History Center: reproduction of photographs ( <i>for commercial purposes</i> )	\$15 + FMV of any additional labor required due to age or condition of photograph		
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5		<i>San Francisco History Center: scanning of photographs</i>	<i>\$15 per existing scan; \$20 per new scan; \$1 per CD.</i>		
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8 (b) Fees for Special Meeting Room Uses. The Library Commission is hereby authorized to  
9 charge fees for special uses of library meeting rooms in accordance with the following schedule:

<u>Meeting Room Use</u>	<u>Free</u>
<u>Special Meeting Room Services</u>	<u>Flat Fee</u>
<u>Non-standard furniture set-up</u>	<u>\$25.00</u>
<u>Custodial Services, Light Refreshments</u>	<u>\$25.00</u>
<u>Custodial Services, Refreshments</u>	<u>\$100.00</u>
<u>VHS/VCR Monitor/Technician</u>	<u>\$30.00</u>
<u>Microphone</u>	<u>\$30.00</u>
<u>Slide, VCR, Overhead projection</u>	<u>\$30.00 flat fee (per/hour in Koret Auditorium)</u>
	<u>Per Hour Fee</u>
<u>Video/Film Projector/Projectionist</u>	<u>\$30.00/hour</u>
<u>Multiple Microphone Set-up/Mixing</u>	<u>\$30.00/hour</u>
<u>Web site patch, Powerpoint presentations</u>	<u>\$30.00/hour</u>
<u>Audio Duplication/Technician</u>	<u>\$30.00/hour</u>

1	<u>Engineer "Fire Watch" fee</u>	<u>\$30.00/hour</u>
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2            (c) Fees for Lost and Damaged Materials Owned by Other Libraries. The Library is hereby  
3 authorized to collect fees for lost or damaged materials that its patrons have borrowed from another  
4 library via interlibrary loan (ILL) in accordance with the following:

5            (i) in the case of lost or damaged materials borrowed from a member library of the LINK+  
6 library consortium, the Library may collect the replacement fee set by LINK+ which is currently \$115  
7 per item, provided that the Library shall collect only the actual replacement cost of the item when  
8 authorized to do so by the lending library;

9            (ii) for all other lost or damaged materials borrowed from another library via ILL, the Library  
10 may charge a replacement fee in the amount that is required by the lending library, which shall be  
11 either the FMV of the lost item(s) or an amount set by the lending library not to exceed \$200 per item.

12            The fees authorized by this subsection shall be collected for the sole purpose of forwarding them  
13 to the lending library from which the lost or damaged item(s) was borrowed.

14            (b)(d) Ratification of Prior Fines and Fees. All fines and fees previously charged for  
15 the use of library materials and services are hereby ratified.

16 APPROVED AS TO FORM:  
17 DENNIS J. HERRERA, City Attorney

18 By: \_\_\_\_\_  
19 Francesca Gessner  
20 Deputy City Attorney