



PUEBLO CITY-COUNTY Library District

www.pueblolibrary.org

USE OF MATERIALS

03.02.05.S1 Library Fee Schedule

There are no fees for the following PCCLD services:

- Initial library card for PCCLD
- Use of Internet access computers, personal computers, and software
- Check out of circulating materials
- Replacement library card

Fees for other PCCLD services:

- Computer 2 GB Flash Drive \$6.00 each
- Earbuds \$2.00 each
- Interlibrary Loan
Fees may be charged by a lending library
- Computer Printing/Photocopies:
 - Computer Printing (Black & White) \$0.10/page
 - (Color, if available) ~~\$0.60~~ \$1.00/page
- Photocopies (Black & White) \$0.10/page
 - (Color, if available) ~~\$0.60~~ \$1.00/page
 - Copies from Microfilm Readers \$0.10/page
 - Copies of PCCLD public records \$1.00/each request +\$0.10 per page over 10
- Faxing \$0.10/page
- 3D Printing \$0.05/gram for prints that take over 2hrs
- Overdue Fees:
 - Community Passes \$0.50 per day
 - ~~Tablets, Hotspots, Chromebooks~~ ~~\$5.00 per day~~
 - Interlibrary Loan Overdue Notice \$15.00 plus any charges from lending library
- Returned Check Fee \$5.00 bank return fee
- Returned Check Processing Fee \$20.00 fee if not rectified within 30 days
- Document Delivery:
 - Customer Pick-up \$1.00 per article + \$0.10 per page over 10
 - Mail \$3.00 per article + \$0.10 per page over 10
- Photographs from Special Collections:
 - Digital files via email \$12.00 per image
 - Digital files via jump drive \$12.00 per image plus \$6.00 for media

When an item is lost or returned damaged and it has been determined by library staff that the item cannot be returned to the shelf for further circulation, or if a media set is returned with lost or damaged pieces, the following will apply:

- Customer is charged for ~~any overdue fees~~, the replacement cost of the item or media set, and a \$5.00 fee to cover the library’s cost for processing the replacement.
- ~~At the discretion of a Library Supervisor, a customer may be charged \$10.00 for each lost or damaged piece in a media set in lieu of the media set’s complete replacement cost. In any event, the customer charges are not to exceed the replacement cost of the complete media set.~~

For InterLibrary Loan items ~~that are~~ damaged or lost, a processing fee of \$15.00 and any charges levied by the lending library will be charged.

~~For Chromebooks, Laptops and Hotspots that are damaged or lost, the replacement cost and processing fee will be charged to the customer account and the patron will not be permitted to checkout additional devices until the replacement cost and fee is paid in full.~~

~~A collection agency may be used to assist in return of materials. and for fee collection. Payment of library fees and processing fees must be remitted directly to PCCLD, not to the collection agency.~~

See Also: *03.02.05 Library Fees*
 03.02.06 Collection Agency