



THE CITY OF SAN DIEGO

M E M O R A N D U M

DATE: March 18, 2009

TO: ALL INTERESTED PARTIES

FROM: Deborah L. Barrow, Library Director

SUBJECT: **Public Notice: Proposed Revisions to Library Department Fines and Fees**

The City of San Diego has undertaken a review of its fees in order to update them and to consider recovering the cost of some services. Each City Department was charged to review its fee schedule and propose changes accordingly. The Library's proposed change is shown on the attached Library Department Fines and Fees Schedule, Exhibit A. If the City Council approves this or other changes, the revised Schedule will become effective on July 1, 2009.

In examining the fines and fees, the Library took into account the philosophy and goals of its services, the charges to library patrons by neighboring jurisdictions, and the Council's cost recovery policy. Library fines and fees were last reviewed in 2004 and a few changes were implemented in FY2005. However, the fine for overdue materials from the Adult Collection, for example, has been at the same level since 1993.

The Library Board of Commissioners will discuss the proposed fines and fees schedule at a meeting on Monday, March 23, 2009 located at the Central Library – 820 E. Street, San Diego, at 9 a.m. Public testimony will be taken. The Library fines and fees also will be discussed at the City's Budget and Finance Committee meeting to be held on April 1, 2009 at 9 a.m.

For comments and questions, please contact Deborah Barrow, Library Director, at (619) 236-5870, 820 E. Street, MS17, San Diego, CA 92101.

A handwritten signature in blue ink that reads "Deborah L. Barrow".

Deborah L. Barrow
Library Director

cc: Honorable Mayor Jerry Sanders
Honorable Council Members
Jay M. Goldstone, Chief Operating Officer
Andrea Tevlin, Independent Budget Analyst

Attachment: Exhibit A, Library Department Fines and Fees Schedule

Library Department Fines & Fees Schedule
Proposed Fees for July 1, 2009

Fee Title	Fee Purpose	Current Fee	Proposed Fee
Library Copying fees	For making copies from (microfiche reader/printer, computer printing, photocopier - per copy)	\$0.15 per copy	\$0.15 per copy
Color copier	Fee per copy for using color photocopier in the library.	\$1.00 per copy	\$1.00 per copy
Adult Library Fines	Overdue Fines are meant to encourage the prompt return of library materials.	\$0.25 per day - \$20 maximum	\$0.30 per day - \$20 maximum
Juvenile Library Fines	Overdue Fines are meant to encourage the prompt return of library materials.	\$0.10 per day - \$5 maximum	\$0.10 per day - \$5 maximum
Library Audio/Visual Fines	Overdue Fines are meant to encourage the prompt return of library materials.	\$2.00 per day	\$2.00 per day
Damaged	To encourage the proper treatment and safekeeping of library materials.	\$0.50 per page	\$0.50 per page
Damaged binding	To encourage the proper treatment and safekeeping of library materials.	\$1.00	\$1.00
Adult lost: cost of item +\$10 processing fee	To replace unusable item with same or similar item.	\$10.00	\$10.00
Juvenile lost: cost of item +\$5 processing fee	To replace unusable item with same or similar item.	\$5.00	\$5.00
Book jacket	To encourage the proper treatment and safekeeping of library materials.	\$0.25	\$0.25
Music	To encourage the proper treatment and safekeeping of library materials.	\$1.00	\$1.00
Pamphlet	To encourage the proper treatment and safekeeping of library materials.	\$0.25	\$0.25
Pamphlet envelope	To encourage the proper treatment and safekeeping of library materials.	\$0.50	\$0.50
Pictures - Mounted	To encourage the proper treatment and safekeeping of library materials.	\$1.00	\$1.00
Pictures - Unmounted/envelopes	To encourage the proper treatment and safekeeping of library materials.	\$0.50	\$0.50
Cassette case/record cover	To encourage the proper treatment and safekeeping of library materials.	\$0.75	\$0.75
Carry bag/envelope	To encourage the proper treatment and safekeeping of library materials.	\$0.50	\$0.50
Videocassette / DVD case	To encourage the proper treatment and safekeeping of library materials.	\$2.00	\$2.00
Per page (staff) - plus \$5.00 per requested item.	For photocopies made by staff for library patron.	\$0.20	\$0.20
Mail/Fax Fee	For mailing or faxing materials photocopied by staff to patron.	\$3.00	\$3.00
Library Card replacement - adult	To encourage safekeeping of library Cards.	\$2.00	\$2.00
Library Card replacement-juvenile	To encourage safekeeping of library Cards.	\$1.00	\$1.00
Barcode labels	To encourage the proper treatment and safekeeping of library materials.	\$1.00	\$1.00
Non-resident Card (annual)	This fee is based on the per capita cost of providing library service for residents of San Diego County.	\$30.00	\$30.00
Interlibrary Loan	Based on the standard rate charged by libraries for this service.	\$5.00	\$5.00
Messenger Collection Fee	Applied if Delivery is required outside of normal Delivery methods.	\$2.00	\$2.00
Test/Monitoring (per Test)	For staff to required to monitor and provide certification of examination results.	\$20.00	\$20.00
Re-stocking fee (if item is not picked up)	To discourage ordering reserves and not picking them up.	\$1.00	\$1.00
Open Hours Use	This fee is charged for the use of general meeting rooms.	Library Sponsors : \$0	Library Sponsors : \$0
Open Hours Use	This fee is charged for the use of general meeting rooms.	Commercial : \$100 per hour	Commercial : \$100 per hour

Library Department Fines & Fees Schedule
Proposed Fees for July 1, 2009

Fee Title	Fee Purpose	Current Fee	Proposed Fee
Open Hours Use	This fee is charged for the use of general meeting rooms.	Other: \$50 per hour	Other: \$50 per hour
Open Hours Use	This fee is charged for the use of general meeting rooms.	All are subjected to additional 10% of net receipts if applicable	All are subjected to additional 10% of net receipts if applicable
Open Hours Use	This fee is charged for the use of general meeting rooms.	Group Fee is double for rooms w/ 100 capacity	Group Fee is double for rooms w/ 100 capacity
Closed Hours Use	This fee is charged for the use of general meeting rooms.	Open Hour Rate + \$50 per hour or part thereof (non-Library sponsored group)	Open Hour Rate + \$50 per hour or part thereof (non-Library sponsored group)
Refundable Cleaning Deposit	Required when food or beverages will be served. Refundable unless extraordinary cleaning or maintenance required after use.	General room: \$100 deposit 100 capacity room: \$200	General room: \$100 deposit 100 capacity room: \$200
Overtime Charge	Staff are required to open and close meeting rooms for groups. This is to cover staff time and encourage groups to complete activities and vacate meeting rooms on-time.	double the room rate (min \$50 per hour)	double the room rate (min \$50 per hour)