

RESOLUTION NO. 6485

A RESOLUTION TO ADOPT A NEW FINES AND FEES SCHEDULE FOR THE ALBANY PUBLIC LIBRARY AND REPEAL RESOLUTION NO. 5800.

WHEREAS, on November 27, 2012, the Library Board approved changes to the Fines and Fees Policy regarding there would be no refunds; and

WHEREAS, the Albany Public Library Advisory Board recommends said changes be approved by the Albany City Council; and

WHEREAS, on March 21, 2013, the Albany Public Library Advisory Board approved raising the fee threshold from \$5 to \$10; and

WHEREAS, the Albany Public Library Advisory Board recommends said changes be approved by the Albany City Council.

WHEREAS, on February 23, 2016, the Albany Public Library Advisory Board approved raising the fee threshold from \$10 to \$15; and

WHEREAS, the Albany Public Library Advisory Board recommends said changes be approved by the Albany City Council.

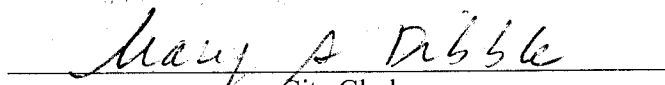
NOW, THEREFORE, BE IT RESOLVED that the Albany City Council does hereby adopt by resolution the attached fines and fees schedule for the Albany Public Library and repeal Resolution No. 5800.

DATED AND EFFECTIVE THIS 9th DAY OF MARCH 2016.



Mayor

ATTEST:



City Clerk

Fines and Fees Schedule

POLICY NO. 7.1

ALBANY PUBLIC LIBRARY

SUBJECT: FINES AND FEES

REVISION DATE: 3/9/2016

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 \$15.00 in charges. Patrons with more than \$15.00 in charges will not be permitted library privileges until the fines are paid such that the total charge is less than \$15.00. If overdue items are returned before the fifth day overdue, the patron will not be fined for the first four days. Charges for days 1-4 will be removed from the balance.
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.

At the end of each calendar year, fines over three years old or missing material charges over five years old will be dropped except those \$100 and over. Missing material charges over five years will be reviewed by the Library Director prior to being dropped.

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 late fees will be charged. 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. Receipts are to be given on all lost or damaged material transactions.
4. No replacement copies will be accepted, except at the discretion of the Library Director, or designee.
5. Lost book charges may be forgiven at the discretion of the Library Director, or designee, 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, or designee.

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 \$15.00 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.

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.