

## APPENDIX 2B—Schedule of Fees and Charges

<b>Service</b>	<b>Fee</b>
Photocopies and printouts (computer and microreader)	\$ 0.10 per page black and white \$ 0.25 per page color
Portable Memory	Cost varies upon data storage capacity and format
Nonresident library card	Annual fee based on equalized assessed value and District tax rate for homeowners, or 15% of monthly rent for renters, per Policy 2-2
Replacement library card	\$2.00
Lost or damaged item	Cost of item plus \$5.00 processing charge (Item value \$5.00 or more) Cost of item plus \$2.00 processing charge (Item value less than \$5.00)
Processing charge (missing insert, booklet, or jacket)	\$2.00
Interlibrary loan & periodical article request	Patron responsible for any fees imposed by lending library, including shipping, whether item is picked up or not.
Accounts sent to collection agency	\$10.00 fee

## APPENDIX 2B—Schedule of Fines, Fees, and Charges (continued)

### Meeting Room Use Charges

Library staff will assign rooms based upon the needs of the organization.

<b><u>Base Fees for up to 4 hours*</u></b> <b><u>(includes standard room setup)</u></b>	<b><u>Not-For-Profit</u></b> <b><u>Organization</u></b>	<b><u>For-Profit</u></b> <b><u>Organization</u></b>
Room 1 (large)	\$15.00	\$100.00
Rooms 2 and 3, Board Room (small)	\$10.00	\$ 50.00
*Each additional hour fee	\$5.00	\$25.00

### Standard Room Setups

Room 1	65 chairs, theater style, and 2 tables
Room 2	Tables and chairs, hollow square, to seat 24
Room 3	Tables and chairs, rectangle, to seat 12
Board Room	Tables and chairs, hollow square, to seat 16

### Additional Charges

	<b><u>Not-For-Profit</u></b> <b><u>Organization</u></b>	<b><u>For-Profit</u></b> <b><u>Organization</u></b>
Room Rearrangement (for any setup other than standard)	\$10.00	\$10.00
Refreshments	\$15.00	\$30.00
Extraordinary Cleanup	At cost	At cost

(Appendix referenced in Policies 2, 3, and 8. Approved by PPLD Board of Trustees 5-1-05; Last Revised 8-18-20, Effective 9-1-20)