



Pima County Public Library

www.library.pima.gov

Fines & Fees Schedule

The Pima County Public Library charges the fines and fees listed below to encourage the prompt return of materials and to guarantee that lost or damaged items are replaced. The Library also charges for some special services. Library Administration will review the fees periodically and recommend changes as deemed appropriate.

Replacement of lost or stolen library cards: Adult - \$1.50 Child - \$.50

Arizona Resident Cardholder Annual Fee for additional reserve privileges: \$25.00

Fines for overdue materials:

	Daily	Maximum
General Collections	\$0.25	\$7.50
Children and Teen Collection (s)	\$0.10	\$3.00
Youth Magazines, Fotonovelas	\$0.10	\$1.00
General Audience Magazines	\$0.25	\$3.00

Fines waiver:

Fines for overdue materials may be waived, at the discretion of the library, when the overdue material is returned under certain circumstances. The following may be considered as potentially valid reasons to waive fines for overdue materials:

- The customer has a medical, financial, or transportation hardship.
- Proven incapacity of the cardholder responsible for the materials.
- The customer has reported the card lost or has a police report that the card has been stolen.
- The customer has been deployed with the United States military.
- A minor participated in Books for Bucks program
- Customer participated in an approved fine amnesty program.
- Customer lives in a residential care facility and the material is returned within 30 days of the due date.
- The overdue materials have been impounded by law enforcement.
- There has been a change in custody or guardianship of a minor resulting in confusion over responsibility for library materials.

Fines will be waived in the event that the Library has technical difficulties resulting in erroneous fines.

Staff will not waive fines or fees from their own record or for a family member. Staff will not waive fines for another staff member unless written authorization from a branch manager is provided.

Fines and Fees for Interlibrary Loan materials:

- Overdue materials: The greater of the fee set by the loaning library or \$0.50 per day up to a maximum of \$10.00.
- Shipping: Actual cost.
- Replacement, if lost: Actual cost, plus any fees charged by the loaning library.
- Copying of materials: Actual cost or fee set by the loaning library, whichever is greater.

Checks Returned for Insufficient Funds: The amount of the check plus a \$25.00 Treasurer's fee. Additionally, if the amount (including the \$25.00 fee) is not paid in full within 12 days from the date notice is mailed, the check will be reported to the Pima County Attorney's Bad Check Program and additional program costs and penalties of up to \$125.00¹ will be assessed.

Collection Agency Fees: The amount owed for overdue fines, applicable replacement costs, and a \$10.00 collection fee.²

Lost or damaged materials: Unless the fine or fee is waived because of extenuating circumstances set forth above, the customer may choose to either:

- 1) Pay the actual replacement cost; or,
- 2) Replace a lost or damaged catalogued³ item with a copy of the same title in a condition that is deemed acceptable by the librarian.
- 3) Replace a lost or damaged uncatalogued⁴ item with the same type of item. If approved by the librarian, the item need not be the same title as the lost or damaged item.

Library services:

- Photocopying: \$0.10 per page
- Black and White Printing: \$0.10 per page
- Color Printing (if available): \$1.00 per page
- Computer Disks: \$0.50 each
- Headphones **priced at unit cost**
- Fax outgoing local \$1.00**
- Fax outgoing long distance \$1.50**
- Fax Receiving \$.50**
- Flash Drive priced at cost of drive**

Adopted: August 7, 2007
Revised: March 17, 2009
Revised: June 3, 2009
Proposed July 7, 2009

1 These costs and penalties may be increased by the Bad Check Program without notice.
2 If a delinquent account was turned over to Collection prior to July 1, 2006, the fee may be up to 40% of the total amount of the account.
3 Catalogued items include, but are not limited to, most books, DVDs, CDs, tapes, and books on tape and or CD.
4 Uncatalogued items include, but are not limited to, magazines, fotonovelas, board books and some paperback books.