

# SANTA CLARA COUNTY LIBRARY DISTRICT FEE POLICY

**Library Cards are free with no late fines on SCCLD materials.**

## LOST OR DAMAGED ITEMS

SCCLD materials including books, CDs, DVDs, Blu-ray, MP3, magazines .....	Cost of item plus \$5 non-refundable processing fee
Inter-Library Loans .....	Cost of item (\$5 minimum) plus \$20 non-refundable processing fee. An out-of-print surcharge of \$20 may be added
Audiobooks .....	\$10 non-refundable per lost CD
Miscellaneous Kits .....	Cost of item or replacement part(s) varies

*There are no daily fees for most materials.*

*However, if an item is overdue more than 4 weeks, it is considered lost and a non-refundable processing fee is charged plus the cost of the item.*

## SERVICE CHARGES

Rebiling Fee .....	\$10 per account sent to rebiling service
Inter-library Loans .....	\$4 per request plus a late fee of \$1/day up to \$20 maximum
Photocopies and Print Charges .....	15¢ per page for b/w 20¢ per page for color
Reservations for Community Rooms & Computer Training Labs ..	\$25 per four-hour booking \$100 at some libraries if group is late vacating the room causing the alarm to sound
Laptops and devices .....	\$1/hour after the 3-hour borrowing period with a daily maximum fee of \$20

- Card use is restricted if balance owed is \$50 or more.
- Accounts may be referred to the rebiling service when balance is \$100 or more.
- Individuals whose accounts have been sent to the rebiling service may check out items when a zero balance is reached.
- Payments may be cash, check , PayPal, or credit/debit card.
- Fees paid for lost items that are returned in good condition will be refunded for the cost of the item— less the non-refundable processing fee.