

# LIBRARY

DESCRIPTION OF SERVICES	UNIT	FEE
<b>I. FINES</b>		
A. OVERDUE MATERIAL		
1. Adult Materials	Per Day & Per Item	N/A
2. Juvenile Materials	Per Day & Per Item	N/A
3. Technology Lending Devices	Per Day & Per Item	\$1.00
a. Cleaning Fee for Devices	Per Item	\$10.00
B. OVERDUE MAXIMUM FINE		
1. Adult	Per Item	N/A
2. Juvenile	Per Item	N/A
C. LINK + SERVICE		
1. Overdue materials	Per Day & Per Item	N/A
2. Overdue maximum fine	Per Item	N/A
3. Replacement charges	Per Item	\$115.00
<b>II. FEES</b>		
A. REPLACEMENT CHARGE FOR EACH ITEM LOST OR DAMAGED	Per Item	Price of material + processing fee of \$5.00
B. COPY CHARGES		
1. Photocopy machine		
a. Black/white copies	Per Copy	\$0.15
2. Computer printer copy		
a. Black/white copies	Per Page After 3 Pages	\$0.15
b. Microform reader-printer	Per Copy	\$0.15
c. Color computer printer copy	Per Copy	\$0.30
C. COMMUNITY MEETING ROOMS, MAIN LIBRARY		
1. Oak Room and courtyard		
a. Non profit/not for profit (business hours)		\$205.00 for 1st 4 hours + \$30 each additional hour
b. Non profit/not for profit (after hours)	Per Hour	\$170.00
c. Resident (business hours)	Per Hour	\$135.00
Resident (after hours)	Per Hour	\$205.00
d. Non-Resident (business hours)	Per Hour	\$205.00
Non-Resident (after hours)	Per Hour	\$270.00
e. San Mateo Business (business hours)	Per Hour	\$205.00
San Mateo Business (after hours)	Per Hour	\$305.00
f. Non San Mateo Business (business hours)	Per Hour	\$305.00
Non San Mateo Business (after hours)	Per Hour	\$410.00
g. Music recitals	Per Use (Up to 3 Hours)	\$155.00
h. Security/damage deposit	Per Use	\$350.00
2. Laurel and Cedar Rooms		
a. Non profit/not for profit (business hours)		\$110.00 for 1st 4 hours + \$20 each additional hour
b. Non profit/not for profit (after hours)	Per Hour	\$100.00
c. Resident (business hours)	Per Hour	\$100.00
Resident (after hours)	Per Hour	\$205.00
d. Non-Resident (business hours)	Per Hour	\$135.00
Non-Resident (after hours)	Per Hour	\$240.00
e. San Mateo Business (business hours)	Per Hour	\$205.00
San Mateo Business (after hours)	Per Hour	\$305.00
f. Non San Mateo Business (business hours)	Per Hour	\$305.00
Non San Mateo Business (after hours)	Per Hour	\$410.00
g. Security/damage deposit	Per Use	\$255.00

## LIBRARY

DESCRIPTION OF SERVICES	UNIT	FEE
<b>II. FEES (continued)</b>		
3. Library computer training room		
a. Non profit/not for profit Use of:		
1 -10 computers	4 Hours (Minimum)	\$210.00 per every 4 hrs
11 - 20 computers	4 Hours (Minimum)	\$280.00 per every 4 hrs
21 – 26 computers	4 Hours (Minimum)	\$355.00 per every 4 hrs
b. Resident or Non-Resident Use of:		
1 -10 computers	4 Hours (Minimum)	\$210.00 per every 4 hrs
11 - 20 computers	4 Hours (Minimum)	\$280.00 per every 4 hrs
21 – 26 computers	4 Hours (Minimum)	\$355.00 per every 4 hrs
c. Security/damage deposit	Per Use	\$500.00
d. A/V Technician Use of:		
1 - 10 computers	Per Use	\$40.00
11 - 20 computers	Per Use	\$80.00
21 – 26 computers	Per Use	\$125.00
4. Library – Other Areas		
a. Other Library areas – fees to be determined on a case-by-case basis by City Librarian or designee	Per Hour/Per Area	Up to \$410.00
b. Security/damage deposit	Per Use	Up to \$500.00
5. Miscellaneous Meeting Room Fees		
a. A/V Technician	Per Use	\$40.00
A/V Technician – special projects	Per Hour	\$60.00
b. Portable Stage rental:		
Single stage (8’x6’x16”)	Per Use	\$170.00
Double stage (16’x6’x16”)	Per Use	\$240.00
c. Conference Phone rental	Per Use	\$40.00
d. Piano tuning (special request)	Each	\$200.00
D. COMPUTER FILES STORAGE DEVICES		
1. USB flash drive	Each	\$15.00
E. MATERIAL RECOVERY FEE	Per Account	\$10.00
F. LIBRARY LOGO REUSABLE BAGS	Each	\$2.50
G. PASSPORT PROCESSING SERVICES		
1. Adult Passport Book & Card	Each	\$195.00
2. Adult Passport Book	Each	\$165.00
3. Adult Passport Card	Each	\$65.00
4. Minor Passport Book & Card	Each	\$150.00
5. Minor Passport Book	Each	\$135.00
6. Minor Passport Card	Each	\$50.00
7. Expedite Fee Per Passport	Each	\$60.00
8. Express Service to Processing Center		
a. USPS Express Mail (up to 8 oz.)	Per Mailing Unit	Current postal rate
H. USE FEES FOR PHOTOGRAPHS FROM DIGITAL ARCHIVES		
1. One-time use fee per digital file for any medium		
a. Personal/non profit use	Each	\$20.00
b. For profit/commercial use	Each	\$40.00
<b>III. RESEARCH SERVICE</b>		
A. OBITUARY SEARCH SERVICE	Each	\$20.00 Search for Non-San Mateo County residents