

**Subject: Fees for Service**

**Purpose:**

To establish a fee schedule to charge patrons for the value-added service of interlibrary loans, out of state library cards, replacement library cards, computer printing, faxes and photocopies.

**Policy:**

The Montgomery-Floyd Regional Library Board of Trustees has determined that some services will be provided for a fee. The fee schedule will be reviewed by the Montgomery-Floyd Regional Library Board of Trustees periodically and does not include fees for overdue library material or lost or damaged items.

**Attachments:**

- Fee schedule (May 16, 2018)

**References:**

- None

**Approval:**

Montgomery-Floyd Regional Library Board of Trustees  
January 17, 2001; revised October 2, 2006, November 19, 2008, June 19, 2018 May 16, 2018.

**May 16 2018**

Date



Alison Armstrong, Chair

## Fee Schedule

|                                     |                                               |
|-------------------------------------|-----------------------------------------------|
| Collections fee                     | \$15.00                                       |
| Prints/Copies (B&W)                 | \$.20 per page                                |
| Prints/Copies (Color)               | \$.50 per page                                |
| Faxing Service Outgoing             | \$3.00/first page**<br>\$1.00 each add'l page |
| Interlibrary Loan postage           | \$5.00 per item                               |
| Lost Card Replacement               | \$1.00                                        |
| Out-of-state library card           | \$25.00*                                      |
| Passport Execution (Acceptance) Fee | \$35.00 ***                                   |

\*Out-of-state residents who own property in Montgomery or Floyd Counties, who attend school in Montgomery or Floyd Counties, who are employed in Montgomery or Floyd Counties, or who have made a single gift of \$500 or larger to the MFRL Foundation are exempt from this fee.

\*\*Including cover sheet, if applicable

\*\*\***Passport Acceptance Fees are set by the U.S. Department of State and subject to change. Current fees are listed at <https://travel.state.gov/content/travel/en/passports/requirements/fees.html>.**

**Approved by the Library Board on May 16, 2018**

Attachment to Policy 108 – Fees for Service