

**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 lost or damaged items.

**Attachments:**

- Fee schedule (February 18, 2026)

**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; February 18, 2026.

**February 18, 2026**

Date



Suzanne R. Mellen, 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 per transmission*
Fax Service Incoming	charged as prints (\$.20 per page)
Interlibrary Loan postage fee	\$5.00 per item
Lost Card Replacement	\$1.00
Out-of-state library card	\$25.00**
Passport Execution (Acceptance) Fee	\$35.00 ***

\*There is no per page charge.

\*\*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.

\*\*\*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 February 18, 2026**

Attachment to Policy 108 – Fees for Service