

**DALY CITY PUBLIC LIBRARY  
POLICY 15: FINES AND FEES**

The Daly City Public Library charges fines and fees for various library services. The Library, individually and as a member of the Peninsula Library System (PLS), periodically examines fines and fees and recommends changes as needed. All fines and fees are approved by the City Council of Daly City and incorporated into the City's Master Fee Schedule.

**PENINSULA LIBRARY SYSTEM / DALY CITY LIBRARY FINES AND FEES**

Adult materials overdue fine	25¢/day per item
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Maximum overdue fine-adult materials	\$8.00/item
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Children's/ young adult (YA) materials overdue fine	15¢/day per item
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Maximum overdue fine-children's/YA materials	\$4.00/item
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Holds—adults (including PLS Media Center)	75¢/item
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Holds—children and young adults	Free
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**DALY CITY LIBRARY LOCAL FEES**

Audiovisual case, missing or damaged	\$5.00/case
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Barcode, missing or damaged	\$1.00 per barcode
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Collection agency service fee	\$10.00 per account owing more than \$35.00 in unpaid fines and lost item costs (in addition to fines & fees owed)
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Community Room rental	<u>Non-Profit Group</u> —20.00/1 <sup>st</sup> 4 hours & \$5.00/hour thereafter
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	<u>For-Profit Group</u> --\$50.00/1st 4 hours & \$10.00/hour thereafter
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Computer class (taught by library staff)	\$10.00/class per person
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Computer printer copies	15¢/page
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Computer use guest card (Guest is not a registered PLS library card holder)	\$10.00/30 day period
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Copier (coin-operated)	15¢/page
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Floppy disks	\$1.00/each
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Holds--Children's/YA materials	No charge
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Interlibrary loan (for items, including periodical articles, not available from PLS)	\$5.00/item
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Library card replacement	\$2.00/card
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Lost items processing fee (non-refundable)	\$5.00/item
Microfilm/fiche printer copies	\$15¢/page
Test proctoring	\$25.00/test date (resident) \$5.00 for each additional test proctored same date \$50.00/test date (non-resident) \$5.00 for each additional test proctored same date
Test proctoring—Faxing completed test	\$5.00/test
Test proctoring—Certified mailing of completed test	Applicable U.S. mail charge
Typewriter use	No charge

**EXCEPTIONS**

- Library staff may reduce or waive fines and fees on a case-by-case basis.
- Library staff is exempt from personal overdue fines and hold fees, except PLS Media Center reservation charges and overdue fees.
- Library, library sponsored, and official City of Daly City programs are exempt from paying meeting room use fees.

Endorsed by the Library Board of Trustees: 10/19/00; 9/16/03  
 Revised: 5/16/00; 6/20/00; 8/15/00; 11/20/01; 10/15/02; 4/15/03, 10/21/03; 8/26/08 per City Council Ordinance

