

## Implementing Order



**Implementing Order No.:** 4-97

**Title:** Fee Schedule for Overdue Library Materials, Meeting Rooms, and Library Equipment

**Adopted:** 09/24/2010

**Effective:** 10/04/2010

**AUTHORITY:**

The Miami-Dade County Home Rule Charter, including among others, Sections 1.01 and 2.02A.

**SUPERSEDES:**

This Implementing Order supersedes previous Administrative Order 4-97, ordered November 1, 2005, and effective November 11, 2005, and Implementing Order 4-97, ordered September 18, 2009, and effective October 1, 2009.

**POLICY:**

This Implementing Order establishes the fee schedule for overdue Library materials, sets default replacement costs for Library materials, sets the fee for library cards for patrons outside the Taxing District, and sets fees for the use of Library facilities and equipment.

**FEE SCHEDULE:**

Fines and fees shall be assessed and collected by the Miami-Dade Public Library System in accordance with the fee schedule attached hereto and made a part hereof.

This Implementing Order is hereby submitted to the Board of County Commissioners of Miami-Dade County, Florida.

County Manager

Approved by the County Attorney as  
To form and legal sufficiency

## MIAMI-DADE PUBLIC LIBRARY SYSTEM DEPARTMENT FEE SCHEDULE

	FEE / FINE	MAXIMUM FEE / FINE
<b>LATE RETURNS</b>		
Adult Material (28 Day) - Per Day Late Per Item	\$0.20	\$8.00
High Demand (7 Day) - Per Day Late Per Item	\$0.25	\$8.00
Young Adults Materials – Per Day Late Per Item	\$0.15	\$8.00
Children’s & YA Materials – Per Day Late Per Item	\$0.10	\$4.00
All Non-Reference Videos/DVD’s – Per Day Late Per Item	\$1.00	\$20.00
Reference Videos/DVD’s Late Fees – Per Day Late Per Item	\$1.00	\$8.00
Audio Books (any format) – Late Fees – Per Day Late Per Item	\$0.10	\$8.00
Permanent Art Collection – Late Fees – Per Day Late Per Item	\$1.00	\$8.00
Connections Mailing bag – Late Fees – Per Day Late Per Item	\$0.15	\$8.00
Connections Program Kit – Late Fees – Per Day Late Per Item	\$0.15	\$8.00
Close Caption Decoder – Late Fees – Per Day Late Per Item	\$0.15	\$8.00
Braille Material – Late Fees – Per Day Late Per Item	\$0.05	\$8.00
Fully Configured Laptop Late Fees	\$20.00	\$20.00
Laptop Accessories	\$20.00	\$20.00
Early Literacy Kit – Late Fees – Per Day Late Per Item	\$0.15	\$8.00
Fast Add – Late Fees – Per Day Late Per Item	\$0.10	\$8.00
Federal Document – Late Fees – Per Day Late Per Item	\$1.00	\$8.00
16 mm Film – Late Fees – Per Day Late Per Item	\$0.50	\$8.00
Adult Playaway – Late Fees – Per Day Late Per Item	\$0.10	\$8.00
Children’s Playaway – Late Fees – Per Day Late Per Item	\$0.10	\$8.00
Jumpstart Kit – Late Fees – Per Day Late Per Item	\$0.15	\$8.00
Framed Art – Late Fees – Per Day Late Per Item	\$0.15	\$8.00
Periodicals – Circulating – Late Fees – Per Day Late Per Item	\$0.10	\$8.00
Periodicals – Reference – Late Fees – Per Day Late Per Item	\$1.00	\$8.00
Picture Graphics – Late Fees – Per Day Late Per Item	\$0.15	\$8.00
Professional Collection – Late Fees – Per Day Late Per Item	\$1.00	\$8.00
7 Day by Ratio – Late Fees – Per Day Late Per Item	\$0.15	\$8.00

Musical Score – Late Fees – Per Day Late Per Item	\$0.10	\$8.00
Vertical Files – Late Fees – Per Day Late Per Item	\$0.10	\$8.00
<b>FEE CARDS</b>		
Fee Cards (Miami-Dade County Residents outside taxing district)	\$100.00	N/A
Guest Card	\$5.00	N/A
<b>SERVICES</b>		
Interlibrary Loan	2.00	N/A
Books By Mail	\$4.00	N/A
SMART Registration Fee	\$10.00	N/A
<b>MATERIALS</b>		
Canvas Bags	\$1.00	N/A
Patron Account Collection	\$10.00	N/A
Photocopies (per copy)	\$0.25	N/A
Photocopies – Color (per copy)	\$1.50	N/A
Computer Printing – Black and White (per copy)	\$0.25	N/A
Computer Printing – Color (per copy)	\$1.25	N/A
<b>RENTALS</b>		
DVD/Monitor	\$30.00	N/A
Presentation Equipment	\$15.00	N/A
Presentation Screen	\$15.00	N/A

<b>MIAMI-DADE PUBLIC LIBRARY SYSTEM DEPARTMENT FEE SCHEDULE</b>	
<b>Types of Material</b>	<b>Default Replacement Cost*</b>
Pamphlets/Vertical File Materials/ Maps per item	\$5.00
Paperbacks/Periodicals/Librettos/Plays per item	\$7.00
Mailing Bags per item	\$8.00
Lifelong Learning Materials per item	\$12.00
Individual Audio books CD's – Replacement Cost per CD	\$10.00
Audio Cassettes/Phonograph Records per item	\$15.00
CD's/Children's Books/Children's DVD's/Children's VHS / Children's – American Sign Language Materials per item	\$20.00
DVD's/Multimedia Kits/Young Adult Books/Children's Language Instruction / Adult American Sign Language Materials per item	\$25.00
Adult Books/Scores/youth Resource Materials/ Children's Enlace Program per item	\$30.00
Language Instruction Kits/Children's Reference Books per item	\$40.00
Children's Audio Books/Adult Oversize Books/Microfiche and Microcards/Young Adult Reference Books per item	\$50.00
CD-ROM's per item	\$60.00
Art Books/Adult Reference Books/Playaways / per item	\$75.00
Adult Audio Books/Federal Documents/Microfilm/Interlibrary Loan Materials per item	\$100.00
Jumpstart Kits /Early Literacy Kits per kit	\$150.00
Closed Caption Video Decoders per item	\$218.00
16 mm Films/Rare Books/Connections Multimedia Kits /Florida Authors / Materials in Main Vault per item	\$300.00
Permanent Art Collection per item	\$1,000.00
Fully configured Laptop per item	\$1,500.00
Laptop Accessories per item	\$25.00
Playaway Battery Doors per item	\$0.50
Playaway Lanyard per item	\$1.00

\*When the actual replacement cost of an item is absent from the item record in the database, the Library's online system uses the default replacement cost of the material by material type.

**MIAMI-DADE PUBLIC LIBRARY SYSTEM DEPARTMENT FEE SCHEDULE**

<b>MEETING ROOM FEES*</b>	<b>FEE / FINE</b>	<b>MAXIMUM FEE / FINE</b>
Meeting Rooms (Large) / Auditorium	\$250.00	N/A
Meeting Rooms (Medium)	\$150.00	N/A
Meeting Rooms (Small)	\$75.00	N/A

\*Non-profit organizations, within the taxing district, may utilize library facilities once per year without being charged a fee

**MIAMI-DADE PUBLIC LIBRARY SYSTEM DEPARTMENT FEE SCHEDULE**

<b>EQUIPMENT FEES</b>	<b>FEE / FINE</b>	<b>MAXIMUM FEE / FINE</b>
Film Projector	\$25.00	\$25.00
Microphone	\$10.00	\$10.00
Slide Projector	\$15.00	\$15.00
VCR/Monitor	\$20.00	\$20.00
Lectern	\$15.00	\$15.00
Reserves by Mail (per item mailed)	\$0.00	\$0.00
Account Balance Collection (per incident)	\$0.00	\$10.00