

I.O. No.: 4-97
Adopted: 02/07/2012
Effective: 02/17/2012

MIAMI-DADE COUNTY
IMPLEMENTING ORDER

FEE SCHEDULE FOR OVERDUE LIBRARY MATERIALS,
MEETING ROOMS, AND LIBRARY EQUIPMENT

AUTHORITY:

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

SUPERSEDES:

This Implementing Order (IO) supersedes IO 4-97, ordered ~~September 18, 2009~~ February 7, 2012, and effective ~~October 1, 2009~~ February 17, 2012.

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.

Approved by the County Attorney as
To form and legal sufficiency _____

MIAMI-DADE PUBLIC LIBRARY SYSTEM DEPARTMENT FEE SCHEDULE				
	FEE / FINE	MAXIMUM FEE / FINE	FEE / FINE	MAXIMUM FEE / FINE
LATE RETURNS				
Adult Material (28 Day) - Per Day Late Per Item	\$0.20	\$8.00		
Young Adults Materials – Per Day Late Per Item	\$0.15	\$8.00		
Children’s 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		<u>\$8.00</u>
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		
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		
Fully Configured Macbook Late Fees			<u>\$25.00</u>	<u>\$25.00</u>
Macbook Accessories			<u>\$20.00</u>	<u>\$20.00</u>
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		
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		
FEE CARDS				
Fee Cards (Miami-Dade County Residents outside taxing district)	\$100.00	N/A		
Guest Card	\$5.00	N/A		
SERVICES				
Reserves – Fee per Item not picked up			<u>\$1.00</u>	<u>N/A</u>
Value Added Children's/YA Programs and Activities – Fee Per Person Per Session. Based on program.			<u>\$5 to \$50.00</u>	<u>\$50.00</u>
Value Added Adult/Senior Programs and Activities – Fee per Person Per Session. Based on program.			<u>\$5 to \$100.00</u>	<u>\$100.00</u>
Interlibrary Loan <u>per book request</u>	\$2.00	N/A	<u>\$5.00</u>	N/A
Books By Mail	\$4.00	N/A		
MATERIALS				
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		
RENTALS				
DVD/Monitor	\$30.00	N/A		
Presentation Equipment	\$15.00	N/A		
Presentation Screen	\$15.00	N/A		

MIAMI-DADE PUBLIC LIBRARY SYSTEM DEPARTMENT FEE SCHEDULE	
Types of Material	Default Replacement Cost*
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
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
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
Fully configured Macbook per item	<u>\$2,500.00</u>
Macbook Accessories per item	<u>\$25.00</u>
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. [Every Library item we checked out becomes lost 51 days after it becomes overdue](#)

MIAMI-DADE PUBLIC LIBRARY SYSTEM DEPARTMENT FEE SCHEDULE				
MEETING ROOM FEES*	FEE / FINE	MAXIMUM FEE / FINE	FEE / FINE	MAXIMUM FEE / FINE
Meeting Rooms (Large) / Auditorium	\$250.00	N/A	<u>\$350.00</u>	
Meeting Rooms (Medium)	\$150.00	N/A	<u>\$250.00</u>	
Meeting Rooms (Small)	\$75.00	N/A	<u>\$150.00</u>	
<u>Set-up and Clean-up Fee</u>			<u>\$75.00 to \$150.00</u>	<u>\$150.00</u>

*Non-profit organizations, within the [library](#) taxing district, may utilize library facilities once per year without being charged a fee

MIAMI-DADE PUBLIC LIBRARY SYSTEM DEPARTMENT FEE SCHEDULE		
EQUIPMENT FEES	FEE / FINE	MAXIMUM FEE / FINE
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

Notwithstanding the foregoing fee schedules, organizations which are (1) qualified as non-profit organizations pursuant to Section 501(c)(3) or other Sections of the United States Internal Revenue Code or Florida law, and (2) a “community based organizations” defined as “any not-for profit group, organization, society, association or partnership whose primary purpose is to provide a community service to improve or enhance the well-being of the community of Miami-Dade County at large or to improve or enhance the well-being of certain individuals within this community with special needs may utilize library meeting space at the Main Library at 101 West Flagler Street and any one of the 5 regional libraries for up to four hours no more than once per month without charge, provided that (i) the meeting is open to the general public, (ii) is for the conduct of the organization’s business and not for the purposes of a press conference or other media event, (iii) occurs during regular library operating hours, (iv) does not interfere with normal operation of the library facility and programs, and (v) is not for political or sectarian religious purposes. Reservations for such use shall be made no more than (3) months in advance, shall be made on the Library Conference/Multi-Purpose Room Program Form, and shall be prioritized in order of time of receipt for such reservation (i.e. based on a first come first served basis), except that any reservation by the Miami-Dade County Department of Elections for the purpose of elections shall have priority over any other reservation.