

IO No.: IO 4-97

Ordered: **9/19/2013**

Effective: **10/01/2013**

MIAMI-DADE COUNTY
IMPLEMENTING ORDER

FEE SCHEDULE FOR ~~OVERDUE LIBRARY MATERIALS, MEETING ROOMS, AND
LIBRARY EQUIPMENT~~ THE MIAMI-DADE PUBLIC LIBRARY SYSTEM

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 February 7, 2012 September 19, 2013, and effective February 17, 2012 October 1, 2013.

POLICY:

This Implementing Order establishes the fee schedule for the Miami-Dade Public Library System, including fines and fees for overdue Library materials, sets default replacement costs for Library materials, sets ~~the fees~~ for library cards for patrons outside the Taxing District, and sets fees for the use of Library facilities and equipment- and sets fees for Library services.

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
LATE RETURNS (PER DAY LATE FEE PER ITEM)		
Adult Material – Books, CD's, cassettes, and audiobooks (28 Day) – Per Day Late Per Item	\$0.20	\$8.00
Young Adults Materials – Books, CD's, cassettes, and audiobooks – Per Day Late Per Item	\$0.15	\$8.00
Children's Materials – Books, CD's, cassettes, and audiobooks – Per Day Late Per Item	\$0.10	\$4.00
Reference & All Non Reference Videos/DVD's & Video Games – Per Day Late Per Item	\$1.00	\$8.00
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 & Program Kits – 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	\$0.0510	\$8.00
Fully Configured Laptop Late Fees, MacBookMacBook, and Tablet (fully configured device) - 1 hour per session time limit	\$20.00 \$10.00 per hour	\$20.00 N/A
Laptop, MacBook, and Tablet Accessories – 1 hour per session time limit <<Fully Configured Surface Pro Tablet>>	\$20.00 \$10.00 per hour – \$ <<\$20.00>>	\$20.00 N/A << \$20.00 >>
Fully Configured MacBook – Late Fees	\$25.00 \$20.00	\$25.00 \$20.00
Laptop, Macbook, and Tablet Accessories	\$20.00 \$25.00	\$20.00 \$25.00
MacBook Accessories Fully Configured MacBook – Late Fees	\$20.00 \$25.00	\$20.00 \$25.00
Early Literacy Kit – Late Fees – Per Day Late Per ItemMacBook Accessories	\$0.15 \$20.00	\$8.00 \$20.00
Fast Add – Late Fees – Per Day Late Per ItemEarly Literacy Kit – Late Fees – Per Day Late Per Item	\$0.10 \$0.15	\$8.00 \$8.00
Federal Document – Late Fees – Per Day Late Per ItemFast Add – Late Fees – Per Day Late Per Item	\$1.00 \$0.10	\$8.00 \$8.00
16 mm Film – Late Fees – Per Day Late Per ItemFederal Document – Late Fees – Per Day Late Per Item	\$0.50 \$1.00	\$8.00 \$8.00
Adult & Children's Playaway Audiobook Device – Late Fees – Per Day Late Per Item16 mm Film – Late Fees – Per Day Late Per Item	\$0.10 \$0.50	\$8.00 \$8.00
Children's Playaway – Late Fees – Per Day Late Per ItemAdult & Children's Playaway Audiobook Device – Late Fees – Per Day Late Per Item	\$0.10 \$0.10	\$8.00 \$8.00
Jumpstart Kit – Late Fees – Per Day Late Per ItemChildren's Playaway – Late Fees – Per Day Late Per Item	\$0.15 \$0.10	\$8.00 \$8.00
Framed Art – Late Fees – Per Day Late Per ItemJumpstart Kit – Late Fees – Per Day Late Per Item	\$0.15 \$0.15	\$8.00 \$8.00
Periodicals – Circulating – Late Fees – Per Day Late Per ItemFramed Art – Late Fees – Per Day Late Per Item	\$0.10 \$0.15	\$8.00 \$8.00
Periodicals – Reference – Late Fees – Per Day Late Per ItemPeriodicals – Circulating – Late Fees – Per Day Late Per Item	\$1.00 \$0.10	\$8.00 \$8.00

Picture Graphics — Late Fees — Per Day Late Per Item Periodicals — Reference — Late Fees — Per Day Late Per Item	\$0.15 \$1.00	\$8.00 \$8.00
Professional Collection — Late Fees — Per Day Late Per Item Picture Graphics — Late Fees — Per Day Late Per Item	\$1.00 \$0.15	\$8.00 \$8.00
LATE RETURNS (CONTINUED)	FEE/FINE	MAXIMUM FEE/FINE
Musical Score — Late Fees — Per Day Late Per Item Professional Collection — Late Fees — Per Day Late Per Item	\$0.10 \$1.00	\$8.00 \$8.00
Vertical Files — Late Fees — Per Day Late Per Item Musical Score — Late Fees — Per Day Late Per Item	\$0.10 \$0.10	\$8.00 \$8.00
FEE CARDS Vertical Files — Late Fees — Per Day Late Per Item	\$0.10	\$8.00
Fee Cards (Miami-Dade County Residents outside taxing district – full Library privileges) - Per Year FEE CARDS	\$100.00	N/A
Guest Card (Miami-Dade County Residents outside taxing district and Non-Residents – computer use only) Valid for Three Months Fee Cards (Miami-Dade County Residents outside taxing district)	\$5.00\$100.00	N/A/N/A
PATRON SERVICES Guest Card	\$5.00	N/A
Replacement Library Card	\$1.00	N/A
Reserves – Fee per Item not picked up PATRON SERVICES & PROGRAMS	\$1.00	N/A
Value-Added Children's/Young Adult Programs Events and Activities – Fee Per Person Per Session. Based on program. Reserves – Fee per Item not picked up	\$5 to \$50.00 \$5 to \$20.00\$1.00	\$50.00 \$20.00N/A
Value Added Adult/Senior Programs and Activities – Fee per Person Per Session. Based on program. Value Added Children's/Young Adults A Programs and Activities – Fee Per Person Per Session. Based on program.	\$5 to \$100.00\$5 to \$50.00	\$100.00\$50.00
Genealogy Research per Request (per 10 pages)	\$5.00	N/A
Interlibrary Loan per book Filled rRequest Value-Added Adult/Senior Programs and Activities – Fee per Person Per Session. Based on program.	\$5.00\$5 to \$100.00	N/A\$100.00
Books By MailInterlibrary Loan per book request	\$4.00\$5.00	N/A/N/A
Passport Processing Service (per Passport application) Books By Mail	\$25.00\$4.00	N/A/N/A
Passport Processing – Expedited/Overnight Delivery (varies with carrier utilized) Passport Processing Service (per Passport fee)	Based on estimated cost from carrier utilized\$25.00	N/A
MATERIALS Passport Processing – Expedited/Overnight Delivery (varies with carrier utilized)	Based on estimated cost from carrier utilized	
Canvas Fundraising Bags MATERIALS	\$1.00	N/A
Patron Account CollectionCanvas Fundraising Bags	\$10.00\$1.00	N/A/N/A
Photocopies – Black and White (per copy page) Patron Account Collection	\$0.25 \$0.10\$10.00	N/A/N/A
Photocopies – Color (per copy page) Photocopies (per copy)	\$1.50 \$0.25(\$0.25-\$) <<0.10>>	N/A/N/A
Computer & Mobile Printing – Black and White (per copy page) Photocopies – Color (per copy)	\$1.25 \$0.10(\$1.50) \$<<0.25>>	N/A/N/A
Computer & Mobile Printing – Color (per copy page) Computer & Mobile Printing – Black and White	\$1.25 \$0.25(\$1.25) \$<<0.10>>	N/A/N/A

(per copy)		
MakerSpace Consumables (i.e., arts and crafts supplies, 3-D printer filaments, etc.) – Computer & Mobile Printing – Color (per copy)	Actual cost for material paid by MDPLS (\$1.25) <<0.25>>	N/A N/A
RENTALS (up to 4 hours) MakerSpace Consumables (i.e., arts and crafts supplies, 3-D printer filaments, etc.)	Cost	
DVD/Monitor RENTALS	\$30.00	N/A
Presentation Equipment DVD/Monitor	\$15.00 \$30.00	N/A N/A
Presentation Screen Presentation Equipment	\$15.00 \$15.00	N/A N/A

MEETING ROOM FEES^{*1} (up to 4 hours)		
Meeting Rooms (Large) / Auditorium	\$350.00	N/A
Meeting Rooms (Medium)	\$250.00	N/A
Meeting Rooms (Small)	\$150.00	N/A
Set-up and Clean-up Fee	\$75.00 to \$150.00	\$150.00
Film Projector	\$25.00	\$25.00
Microphone	\$10.00	\$10.00
Slide Projector	\$15.00	\$15.00
VCR/DVD/Monitor	\$20.00	\$20.00
Lectern	\$15.00	\$15.00

MIAMI-DADE PUBLIC LIBRARY SYSTEM DEPARTMENT FEE SCHEDULE	
Types of Materials/Equipment – Per Item Replacement Cost	Default Replacement Cost^{*12}
Pamphlets/Vertical File Materials/ Maps Per Item	\$5.00
Paperbacks/Periodicals/Librettos/Plays Per Item	\$7.00
Connections/Jumpstart Mailing Bags Per Item	\$8.00
Lifelong Learning Materials Per Item	\$12.00
Individual Audio Books CD's – Replacement Cost Per CD & Audio Cassettes	\$10.00
Audio Cassettes/Phonograph Records/Albums 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/Lifelong Learning 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 Adults Reference Books Per Item	\$50.00
Art Books/Adult Reference Books/Playaways/ Audiobook Devices 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 \$100.00
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, <u>MacBook, or Tablet</u> Per Item	<u>Up to \$2,500.00</u>
Laptop, <u>MacBook, or Tablet</u> Accessories Per Item	\$25.00 <u>\$104.00</u>
Fully configured MacBook Per Item	\$2,500.00
MacBook Accessories Per Item	\$25.00
Playaway <u>Audiobook Device</u> Battery Doors Per item	\$0.50
Playaway <u>Audiobook Device</u> 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 checked out is considered lost after 51 days from its due date.

MIAMI-DADE PUBLIC LIBRARY SYSTEM DEPARTMENT FEE SCHEDULE		
MEETING ROOM FEES*²	FEE / FINE	MAXIMUM FEE / FINE
Meeting Rooms (Large) / Auditorium	\$350.00	
Meeting Rooms (Medium)	\$250.00	
Meeting Rooms (Small)	\$150.00	
<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/ <u>DVD</u> /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

¹ Non-profit organizations, within the library taxing district, may utilize library facilities once per year without being charged a fee

² Default replacement cost is only charged when the actual replacement cost of an item is absent from the item record in the database, and the Library's online system uses the default replacement cost of the material by material type. If the database lists the actual cost, the actual cost will be charged. Every Library item checked out is considered lost after 51 days from its due date.

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.