

I.O. No.: 4-97
Ordered: ~~09/17/2015~~
Effective: ~~10/01/2015~~

MIAMI-DADE COUNTY
IMPLEMENTING ORDER

FEE SCHEDULE FOR THE MIAMI-DADE PUBLIC LIBRARY SYSTEM

AUTHORITY:

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

SUPERSIDES:

This Implementing Order (IO) supersedes IO 4-97, ordered September ~~19, 2013~~ 17, 2015, and effective October 1, ~~2013~~2015.

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 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 of 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 ¹
LATE RETURNS (PER DAY LATE FEE PER ITEM)		
Adult Materials – Books, <u>Music CD's, and eCassettes</u> , <u>Reference Books, DVD's, Videos</u> , and <u>aAudiobooks</u>	\$0.20	\$8.00
Young Adults Materials – Books, CD's, cassettes, and audiobooks	\$0.15	\$8.00
Children's Materials – Books, CD's, cassettes, and audiobooks	\$0.10	\$4.00
<u>Specialty Materials – Braille Materials, Federal Document, 16 mm Film, Playaway Audio Device, Periodicals – Circulating, Professional Collection, and Musical Scores</u>	<u>\$0.20</u>	<u>\$8.00</u>
Videos/DVD's & Video Games	\$1.00	\$8.00
Connections Mailing Bag & Program Kits	\$0.15	\$8.00
Braille Material	\$0.05	\$8.00
Laptop, MacBook, <u>Launchpad</u> and Tablet <u>devices and accessories (fully configured device) – 2 hour per session time limit</u>	\$10.00	N/A <u>\$10.00</u>
Laptop, MacBook, and Tablet Accessories – 2 hour per session time limit	\$10.00	N/A
Early Literary Kit	\$0.15	\$8.00
Federal Document	\$1.00	\$8.00
16 mm Film	\$0.50	\$8.00
Playaway Audiobook Device	\$0.10	\$8.00
Jumpstart Kit	\$0.15	\$8.00
Periodicals – Circulating	\$0.10	\$8.00
Professional Collection	\$1.00	\$8.00
Musical Score	\$0.10	\$8.00
FEE CARDS		
Fee Cards (Miami-Dade County Residents outside taxing district – full library privileges) – Per Year	\$100.00	N/A
Guest Card (Miami-Dade County Residents outside taxing district and Non-Residents – computer use only) Valid for Three Months.	\$5.00	N/A
<u>Day Pass (Computer use for Residents and Non-Residents Outside Taxing District)</u>	<u>\$1.00</u>	<u>N/A</u>
PATRON SERVICES		
Replacement Library Card	\$1.00	N/A
Reserves – Fee per Item not picked up	\$1.00	N/A

Value-Added Events and Activities—Fee Per Person Per Session, based on program	\$5.00 to \$20.00	\$20.00
Research Requests for Non-Taxing District users Genealogy Research per Request (up to 10 pages)	\$5.00 Staff Time-Estimate	N/A
Interlibrary Loan per Filled Request	\$5.00 \$2.00	N/A
PATRON SERVICES (CONTINUED)	FEE/FINE	MAXIMUM FEE/FINE
Borrow eks -by-Mail	\$4.00	N/A
Passport Processing Service (per Passport application)	\$25.00 ²	N/A
Passport Processing – Expedited/Overnight Delivery (varies with carrier utilized)	Based on estimated cost from carrier utilized	N/A
Canvas Fundraising -Bags	\$1.00 \$2.00	N/A
<u>Promotional Fundraising T-Shirts</u>	<u>\$8.00</u>	<u>N/A</u>
Patron Account Collection	\$10.00	N/A
<u>Computer/Mobile Printing, Faxing and</u> Photocopies– Black and White (per page)	\$0.10	N/A
<u>Computer/Mobile Printing and</u> Photocopies– Color (per page)	\$0.25	N/A
Computer and Mobile Printing—Black and White (per page)	\$0.10	N/A
Computer and Mobile Printing—Color (per page)	\$0.25	N/A
MakerSpace Consumables (i.e., arts and crafts supplies, 3-D printer filaments, etc.)	Actual Cost for material paid by MDPLS	N/A
RENTALS (up to 4 hours)		
DVD/Monitor	\$30.00	N/A
Presentation Equipment	\$15.00	N/A
Presentation Screen	\$15.00	N/A
MEETING ROOM FEES (up to 4 hours)¹³		
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	<u>Replacement Cost</u> ²⁴	<u>Default Replacement Cost</u> ²⁴
Paperbacks/Periodicals/Librettos/Plays	<u>Actual Cost</u>	\$7.00
Connections/Jumpstart Storytime Express Mailing Bags	<u>Actual Cost</u>	\$8.00
Individual Audio b -Books CD's & Audio Cassettes	<u>Actual Cost</u>	\$10.00
Phonograph Records/Albums	<u>Actual Cost</u>	\$15.00
CD's/Children's Books/Children's Videos Videos DVD's/Children's VHS/Children's-American Sign Language Materials	<u>Actual Cost</u>	\$20.00
DVD's Videos /Multimedia Kits/Young Adult Books/Children's Language Instruction/Adult American Sign Language Materials	<u>Actual Cost</u>	\$25.00
Adult Books/Scores/Youth Resource Materials/Lifelong Learning Materials	<u>Actual Cost</u>	\$30.00
Language Instruction Kits/Children's Reference Books	<u>Actual Cost</u>	\$40.00
Children's Audio bb Books/Adult Oversize Books/Microfiche and Microcards/Young Adults Reference Books	<u>Actual Cost</u>	\$50.00
Art Books/Adult Reference Books /Playaway Audiobook Devices	<u>Actual Cost</u>	\$75.00
Adult Audio B ooks/Federal Documents/Microfilm/Interlibrary Loan Materials	<u>Actual Cost</u>	\$100.00
Jumpstart Storytime Express Kits/Early Literacy Kits	<u>Actual Cost</u>	\$100.00
16 mm Films/Rare Books/Connections-Multimedia Kits/Materials in Main Vault	<u>Actual Cost</u>	\$300.00
Permanent Art Collection		\$1,000.00
Fully configured Laptop, MacBook, or Tablet Per Item	<u>Actual Cost</u>	Up to \$2,500.00
Laptop, MacBook, or Tablet Accessories Per Item	<u>Actual Cost</u>	Up to \$104.00
Playaway Audio Device Battery Doors Per item Parts and Accessories	<u>Actual Cost</u>	\$0.50 <u>1.00</u>
Playaway Audio Device Lanyard Per Item	\$1.00	<u>\$1.00</u>

¹Children's and Young Adult materials will not be assessed per day late fees but will be charged the actual or default replacement cost if not returned within 51 days from its due date. Adult and Specialty materials will be assessed per day late fees as shown above and the actual or default replacement cost if not returned within 51 days from its due date. While the goal of MDPLS is to ensure access to library materials, abuse of lending policies or failure to return items may result in blocking of lending privileges.

²Current fee as established by the U.S. Department of State (subject to change).

⁴³Non-profit, educational, and government organizations, ~~within the library taxing district, that provide free services to the public in the form of training, learning and educational opportunities, cultural or artistic performances or exhibits, or other community services may utilize library facilities once per year without being charged a fee. facilities free of charge, subject to scheduling availability, and approval by the Library Director or Designee of a completed Library~~

Conference/Multi-Purpose Room Program Form. Such approval shall be conditioned upon the organization(s) agreeing to allow attendance by the general public at no cost, and that the use shall not be for political or sectarian religious purposes, nor for solicitation purposes. MDPLS shall provide a cost estimate, which must be paid prior to the scheduled event, for staffing, security, and facility costs for uses approved for after normal operating hours. Use of library facilities by the Elections Department for Election-related purposes takes scheduling preference over all other requests uses.

²⁴Default replacement cost is utilized 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, in all other cases, the actual replacement 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 at 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 purpose 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 not 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.~~

The Department Director or designee(s) shall have the authority to waive, refund, or adjust late fees and fines under the following circumstances:

- (1) Materials are returned or paid for within six months of the original checkout date and still in a condition deemed suitable for future circulation
- (2) As part of a promotional event, such as a library card drive or fee amnesty promotion, as examples
- (3) To purge dormant patron accounts with and/or without outstanding fines, but no circulation activity within the past three (3) years; in accordance with Implementing Order 3-9, Accounts Receivable Adjustments; and
- (4) On a case-by-case basis deemed to be in the best interest of the Department's goal of ensuring free access to library materials, increasing library usage, and/or assisting those with financial hardships in a manner which would not adversely or materially impact the Department annual budget.