

*Tulare Public Library Policy (updated April 18, 2018)*

**3.3 Fines, Fees, Payments, and Refunds**

<b>Library Fines and Fees</b>	
Overdue Fines	\$0.25 per day (Maximum 1/3 cost of item).
Overdue Laptop / Study Room Fine	\$1.00 per hour
Library Card Replacement: Adult / Minor	\$2.00 / \$1.00
Lost or Damaged Item	Cost of replacement plus Lost Processing Fee
Lost Processing Fee	\$5.00
Lost Processing Fee for items under \$5.00	\$2.00 (Manually adjusted by staff)
*Collection Fee	\$10.00
Item repairs	Up to full processing fee: \$5.00
Inter Library Loan	Cost of postage
*Accounts over \$49.99 will be sent to a collection agency.	
<b>Public Room Rental</b>	
Olympic Room	\$25.00 per hour
Charter Room	\$35.00 per hour
City Council Chambers	\$65.00 per hour
Public Room Technology Fee	\$20.00 flat rate for Olympic and Charter / \$20.00 per hour for City Council Chambers.
<b>Other Fees</b>	
Test Monitoring	\$10.00 per test + postage
Photocopies: Black and White	\$0.10 per page
Printing: Black and White	\$0.10 per page
Printing: Color	\$0.50 per page
Telephone Call	\$0.10 per call, no long distance
Faxing	\$1.50 First page / \$1.00 for consecutive pages
Staff Scanning	\$1.00 per page

The Library is able to accept cash, checks, or credit cards. You may also “Pay Online Now” with your credit card at [www.tularepubliclibrary.org](http://www.tularepubliclibrary.org). Payments may be accepted if unable to be paid in full. Tulare Public Library will not accept payments if the account is in collections from another library.

Credit cards payments may not be made over the phone. No cashback will be given for credit card. Staff has the right to refuse any credit card. Payment must be a minimum of \$2.00 to use credit card.

If a lost item is returned for which the patron has already paid in full or part within six months of payment, the patron will be refunded for the amount of the item. There will be no refund for lost processing fees. No refunds will be issued for items returned after six months from date of payment.

Credits may be left on account or patron may receive cash up to \$40. For refund payments over \$40, the patron will receive a check from the City of Tulare. A staff member must submit a *Patron Refund Form* to the Library Manager (payments may take up to 30 days for processing).