

## FEE SCHEDULE

**STATEMENT OF PURPOSE:** The Library charges minimal fees for services. This schedule outlines the amount of each fee.

\$0.20 each	Single-sided B&W Prints from public computers, 5 free/day
\$0.20 each	Single-sided B&W Copies or Prints at public machine
\$0.25 each	Double-sided B&W Copies or Prints at public machine
\$0.75 each	Single-sided Color Copies or Prints at public machine
\$1.50 each	Double-sided Color Copies or Prints at public machine
No charge	Printing from the Montana Self Help Legal Website
\$0.25 per page	Incoming Faxes
No charge	Faxes to U.S. phone numbers (no faxes outside USA)
No charge	Scanning to email or USB Flash Drive
\$5.00 per item	Book Jacketing
\$20.00 per session	Exam Proctoring Fee
No charge	Notary Services
\$1.00 per card	Replacement library card
No charge, \$3 minimum	Credit or Debit card
\$25.00 deposit	Community Room annual or one-time deposit
\$35.00 fee	Private Event Community Room reservation
\$20.00 per day	Equipment Rental Fee (i.e. Projector)
\$3.00 per item	Interlibrary Loan Fee (helps cover postage)
\$1.00 per day	Late fees for ILL, Life Jackets, Hotspots
\$10.00 per day	Late fees on devices (laptops, tablets)
\$5.00 per item	Processing fee on lost materials
\$1.00 per notice	Mailed Assumed Lost Notice Administrative Fee

### **GUIDELINES:**

This fee schedule was approved by the North Lake County Public Library District Board of Trustees on **October 22, 2024**.

Signed:

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Allen Bone, Board Chair

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Abbi Dooley, Library Director