



**CITY OF REDDING, CALIFORNIA**  
**REDDING MUNICIPAL LIBRARY BOARD POLICY**

<b>SUBJECT</b>	<b>RESOLUTION NUMBER</b>	<b>POLICY NUMBER</b>	<b>EFFECTIVE DATE</b>	<b>PAGE</b>
Fines and Fees Schedule	2021-002	2	02/26/07	1

**BACKGROUND**

The Shasta Public Libraries (Library) mission is to provide information, lifelong learning, inspiration, and enjoyment to people of all ages through reading and technology.

**PURPOSE**

The following policy outlines the fines and fees that may be charged to a customer account, and the reasons these fees may be assigned.

**POLICY**

**Overdue Materials:**

- Check-Out Electronics: \$10.00/day, \$70 maximum
- In-House Electronics: \$5.00/hour, \$100 maximum
- Museum Passes: \$5.00/day, \$35.00 maximum
- All other items: \$0.25/day, \$10.00 maximum per item
- Adult and Media Collections: \$0.25/day, \$10.00 maximum per item
- Children’s and Young Adult Collections: No Fine

**Library Cards:**

- First library card for residents: no fee
- Non-California resident card: \$25.00 per year
- Replacement library card: \$1.00

**Lost or Damaged Materials:**

Charges for materials or equipment lost or damaged beyond repair will be the price shown in the Library’s automated catalog, either the actual cost or a default cost for the type of item. Charges will include the cost of the item, fines accrued, and a \$10 processing fee. In cases of unusual circumstances, it will be left to the discretion of management to assess charges for lost or damaged materials other than as specified in this policy.

For materials borrowed for a Shasta Public Libraries customer from another library (interlibrary loan materials), the replacement cost will be determined by the lending library. The borrower is still responsible for the processing fee and any fines accrued.

Charges for damaged materials that can be repaired in-house will be determined by special assessment at the discretion of the Circulation Supervisor or Library Director.

- Processing fee for lost materials: \$10.00



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- Audio-visual cases: \$8.00
- Missing bar codes: \$3.00
- Missing RFID tags: \$3.00
- Dust Cover: \$6.00

**Other Fees:**

- Returned check fee: \$25.00
- Billing agency referral fee: \$10.00
- Small balance referral fee: \$3.00
- Black and white printing fee: \$0.25/page
- Color printing fee: \$0.50/page
- Unclaimed hold fee: \$2.00/item

All fees for lost or damaged items are non-refundable.

*Adopted by the Redding Municipal Library Board 2/26/2007*

*Amended by the Redding Municipal Library Board on 3/17/2014 by Resolution Number 2014-02*

*Amended by the Redding Municipal Library Board on 5/18/2014 by Resolution Number 2015-04*

*Amended by the Redding Municipal Library Board on 10/16/2017 by Resolution Number 2017-001*

*Amended by the Redding Municipal Library Board on 8/17/2021 by Resolution Number 2021-001*