Lincoln City Libraries
Lincoln, Nebraska

POLICY TITLE: FEES

Lincoln City Libraries offers a full range of informational, educational, and recreational library services. It is the policy of the Board of Trustees of Lincoln City Libraries to offer as full a range of services as possible within the limitations of its budget. Fees may be imposed for nonbasic services. See State Statute: 51-201.01 for definition of nonbasic service.

Library Card: There is no fee for a library card for residents of Lincoln and Lancaster County.

Non Resident Card –
Summer Reading - $5.00 (valid June & July - juveniles only)
3 months – $15.00
12 months – $60.00

Replacement of Lost Card - $1.00

A library customer's record is blocked from checkout if total charges exceed $10.00.

Overdue Fees:
Lincoln City Libraries charges overdue fees as an incentive to return materials on time. Overdue fees start the day after the due date of the item.

Adult Cardholder	$0.35 per item per day
Youth Cardholder	$0.35 per item per day
Packaged Collections	$1.00 per day per bag
Equipment	$1.00 per day
Maximum Overdue Fees:	
Adult Items	$7.50 per item
Youth Items	$7.50 per item

Lost Item Fees:
Adult Cards – item replacement price plus any applicable overdue fees
Youth Cards – item replacement price plus any applicable overdue fees

Damage Fees – Library staff has the responsibility to charge for damage to materials when a customer is responsible for the damage. A schedule of current damage charges is developed and maintained by Library Administration.

Interlibrary Loan - A fee of $2.50 per item is charged to Lincoln City Libraries card holders for Interlibrary Loan service.

Reserves/Holds: Reserves/holds may be placed on materials by customers via phone, computer, or in person at no fee. A $.50 fee will be assessed (per item) if material placed on reserve/hold is not picked up by the customer within allotted time period.

Collection Fee: A $10 fee will be assessed to customer when customer's record is turned over for collection action.

Printing:
All printing from self-service computer reservation system printers
Black & white - 10 cents per page
Color - 25 cents per page

Public Faxing:
Library staff fax documents for the public, outgoing domestic calls only.
$2.00 per page.

Reference by Mail/E-Mail/Fax:
Customers with Lincoln City Libraries cards-
No charge for research
Copies/Prints – 25 cents per page
Fax - $2.00 per page

Customers without Lincoln City Libraries cards-
$5.00 per name/item researched
Copies/Prints - 25 cents per page
Fax - $2.00 per page

Meeting Rooms:
Rent - $ 0.00 per hour/nonprofit organizations or governmental agencies
$10.00 per hour/for profit organizations

Stack Mover Rental: Fee negotiated with Library Director, not to exceed $250.00 per day, or partial day, of usage

ADOPTED BY LIBRARY BOARD: May 20, 2008
(Replaced Circulation Policies Fines & Fees; Fees – Reference by Mail/E-Mail and Fax; Fees – Self Service Computer Reservation System Printing Fees)
LAST REVIEWED BY LAW: August 13, 2013
LAST REVISED: April 19, 2016