

1 [Administrative Code – Removing Fines for Overdue Library Materials]

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3 **Ordinance amending the Administrative Code to remove overdue fines for library**
 4 **books and other materials.**

5 NOTE: **Unchanged Code text and uncodified text** are in plain Arial font.
 6 **Additions to Codes** are in *single-underline italics Times New Roman font*.
 7 **Deletions to Codes** are in *strikethrough italics Times New Roman font*.
 8 **Board amendment additions** are in double-underlined Arial font.
 9 **Board amendment deletions** are in ~~strikethrough Arial font~~.
 Asterisks (* * * *) indicate the omission of unchanged Code subsections or parts of tables.

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10 Be it ordained by the People of the City and County of San Francisco:

11 Section 1. The Administrative Code is hereby amended by revising Section 8.21-2, to
 12 read as follows:

13 **SEC. 8.21-2. LIBRARY FINES AND FEES.**

14 (a) **Fee Schedule.** The Library Commission is hereby authorized to charge fines
 15 and fees for the use of library materials and services in accordance with the following
 16 schedule:

17 **SAN FRANCISCO PUBLIC LIBRARY FINES AND FEES SCHEDULE**

18 *OVERDUE FINES By Material*

<i>ADULT MATERIALS</i>	<i>DAILY</i>	<i>MAXIMUM</i>
<i>Books</i>	<i>\$0.10</i>	<i>\$5</i>
<i>Phonorecords</i>	<i>\$0.10</i>	<i>\$5</i>
<i>Audiocassettes</i>	<i>\$0.10</i>	<i>\$5</i>
<i>Books-on-Tape</i>	<i>\$0.10</i>	<i>\$5</i>

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1	<i>Compact Discs</i>	<i>\$0.10</i>	<i>\$5</i>
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3	<i>Magazines</i>	<i>\$0.10</i>	<i>\$5</i>
4	<i>Paperbacks (Cataloged)</i>	<i>\$0.10</i>	<i>\$5</i>
5	<i>Paperbacks (Uncataloged)</i>	<i>\$0.10</i>	<i>\$2</i>
6			
7	<i>VHS, DVD, & Blu-ray</i>	<i>\$0.10</i>	<i>\$5</i>
8	<i>JUVENILE MATERIALS</i>	<i>DAILY</i>	<i>MAXIMUM</i>
9	<i>All Juvenile Materials</i>	<i>\$0.10</i>	<i>\$5</i>
10	<i>SPECIAL MATERIALS</i>	<i>DAILY</i>	<i>MAXIMUM</i>
11			
12	<i>Sheet Music</i>	<i>\$0.10</i>	<i>\$5</i>
13	<i>Orchestral/Music Sets</i>	<i>\$0.10</i>	<i>\$5</i>
14	<i>Vertical File Materials</i>	<i>\$0.10</i>	<i>\$5</i>
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16	<i>OVERDUE FINES By Equipment</i>		
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18	<i>PUBLIC ACCESS TECHNOLOGY</i>	<i>DAILY</i>	<i>MAXIMUM</i>
19	<i>Laptop Computer</i>	<i>\$0.10</i>	<i>\$5</i>
20	<i>iPad/Tablet Device</i>	<i>\$0.10</i>	<i>\$5</i>
21			
22	<i>Peripherals/Accessories</i>	<i>\$0.10</i>	<i>\$5</i>
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24	<i>OVERDUE FINES for Seniors,</i>		
25	<i>Children, and Teens</i>		
		<i>DAILY</i>	<i>MAXIMUM</i>

Notwithstanding the overdue fines identified above, the following overdue fines shall apply to the patron groups identified below for all types of materials and equipment:

<i>Seniors (over 65)</i>	<i>\$0.05</i>	<i>\$5.00</i>
<i>Children and Teens (0-17 years)</i>	<i>No fines</i>	<i>No fines</i>

Note regarding lost materials and lost or damaged equipment: Except for materials on interlibrary loan, (see subsection (c) below "Fees for Lost and Damaged Materials Owned by Other Libraries") the Library will charge the value of lost materials and equipment as identified by the item record in the library catalog. Where there is an absence of an item cost in the library catalog item record, the Library shall charge the per item fee below.

REPLACEMENT OF LOST MATERIALS

Materials	Per Item
Hardback: Adult/Teen Non-Fiction	\$35
Hardback: Adult/Teen Fiction	\$25
Hardback: Juvenile Non-Fiction	\$20
Hardback: Juvenile Fiction	\$15
Paperback: Cataloged	
Adult/Teen Non-Fiction	\$20
Adult/Teen Fiction	\$10
Juvenile Non-Fiction	\$10
Juvenile Fiction	\$5

1	Paperback: Uncataloged	\$5
2		
3	Paperback/Hardback: International Generic Record	Price varies: \$5-\$15 depending on fair market value
4		
5	Periodicals/Magazines	\$5
6	Phonorecords	\$15
7	Audiocassettes	\$5/tape
8		
9	Videos, DVDs, and Blu-rays	\$20
10	Individual video, DVD, or Blu-ray disc from multi-video or multi-disc set	\$5/video, DVD, or Blu-ray disc
11		
12	Supplementary materials, including booklets, libretti, maps, CDs, etc.	\$3/item
13		
14	Sheet Music/Scores	\$30
15	Sheet Music/Uncataloged	\$30
16	Audio Books	\$5/tape or CD
17	Compact Discs	\$15
18		
19	Language Sets	\$10/item
20	Vertical/Picture File	\$5/item
21	REPLACEMENT OF LOST OR DAMAGED EQUIPMENT	
22	Laptop Computer	\$500
23		
24	iPad/Tablet Device	\$250
25	Peripherals/Accessories	\$50

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SERVICE FEES		
Borrowers		
San Francisco & California Residents	Free	
Visitor's Card (non-California)	\$10.00	Non refundable 3 months duration
Firm (business) card	Free	
Restricted (no proof of residency)	Free	
Reserves	Free	
Inter-Library Loan and LINK +	Free	
Returned Check Fee	\$35 (current City-wide charge, subject to revision by City)	
Books-by-mail	Free	

DOCUMENT DELIVERY AND SPECIAL SERVICES		
Inter-Library Loan Photocopy (in-state libraries) (maximum 50 pages/day)	Pages 1-20, Free	Pages 21-50, \$0.25/page + \$5 processing fee
Inter-Library Loan: Photocopy (out-of-state libraries) (maximum 50 pages/day)	Pages 1-50, \$0.25/page + \$5 processing fee	
San Francisco History Center: photo shoot of photographs	\$1/photo	

San Francisco History Center: scanning of photographs	\$15 per 300 dpi existing scan; \$20 per 300 dpi new scan; \$35 per 600 dpi scan; \$50 per 1,200 dpi scan; \$35 per 3,000 dpi slides, negatives, or glass plates; \$1 per CD
San Francisco History Center: permission to publish photographs (for commercial purposes)	\$15 per project in a single type of media or \$100 per project in unlimited types of media, plus, in either case, fair market value of any additional labor required due to age or condition of photograph

(b) **Fees for Special Meeting Room Uses.** The Library Commission is hereby authorized to charge fees for special uses of library meeting rooms in accordance with the following schedule:

Meeting Room Use	Free
Special Meeting Room Services	
	Flat Fee
Non-standard furniture set-up	\$25
Custodial Services, Light Refreshments	\$25
Custodial Services, Refreshments	\$100
VHS/VCR Monitor Technician	\$30
Microphone	\$30
Slide, VCR, Overhead projection	\$30 flat fee except \$30 (per/hour in Koret Auditorium)
	Per Hour Fee
Video/Film Projector/Projectionist	\$30/hour
Multiple Microphone Set-up/Mixing	\$30/hour
Web site patch. Powerpoint presentations	\$30/hour

Audio Duplication/Technician	\$30/hour
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(c) **Fees for Lost and Damaged Materials Owned by Other Libraries.** The Library is hereby authorized to collect fees for lost or damaged materials that its patrons have borrowed from another library via interlibrary loan (ILL) in accordance with the following:

(1) in the case of lost or damaged materials borrowed from a member library of the LINK+ library consortium, the Library may collect the replacement fee set by LINK+, provided that the Library shall collect only the actual replacement cost of the item when authorized to do so by the lending library:

(2) for all other lost or damaged materials borrowed from another library via ILL, the Library may charge a replacement fee in the amount that is required by the lending library, which shall be either the fair market value of the lost item(s) or an amount set by the lending library not to exceed \$200 per item.

The fees authorized by this subsection (c) shall be collected for the sole purpose of forwarding them to the lending library from which the lost or damaged item(s) was borrowed.

(d) **Ratification of Prior Fines and Fees.** All fines and fees previously charged for the use of library materials and services before the effective date of the ordinance in Board File No. 161108 are hereby ratified.

Section 2. Outstanding Patron Overdue Fines. The City shall forgive all outstanding debt accrued by patrons for the overdue fines repealed by this ordinance and any other overdue fines that have been previously repealed.

Section 3. Effective Date. This ordinance shall become effective 30 days after enactment. Enactment occurs when the Mayor signs the ordinance, the Mayor returns the

1 ordinance unsigned or does not sign the ordinance within ten days of receiving it, or the Board
2 of Supervisors overrides the Mayor's veto of the ordinance.
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4 Section 4. Scope of Ordinance. In enacting this ordinance, the Board of Supervisors
5 intends to amend only those words, phrases, paragraphs, subsections, sections, articles,
6 numbers, punctuation marks, charts, diagrams, or any other constituent parts of the Municipal
7 Code that are explicitly shown in this ordinance as additions, deletions, Board amendment
8 additions, and Board amendment deletions in accordance with the "Note" that appears under
9 the official title of the ordinance.
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11 APPROVED AS TO FORM:
12 DENNIS J. HERRERA, City Attorney

13 By: _____
14 BRADLEY A. RUSSI
15 Deputy City Attorney

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