

**BAKER COUNTY LIBRARY DISTRICT
FEE SCHEDULE (2026)**

1. Authority and Purpose

The Baker County Library District (BCLD) strives to provide services at minimal cost to users. Certain services require consumable supplies, replacement costs, equipment maintenance, or significant staff time. The District may charge fees to recover these costs.

The Library Director or designee is authorized to waive or reduce fees in cases of error, demonstrated hardship, or extenuating circumstances, consistent with District policy.

2. Overdue Materials

2.1 Media Items (Books, Audiobooks, DVDs, etc.)

| Account Type | Daily Fine | Maximum Per Item |
|---------------------------|-------------------|-------------------------|
| Adult | \$0.20 | \$5.00 |
| Youth (ages 6–17) | \$0.10 | \$5.00 |
| Ready-to-Learn (ages 0–5) | \$0.05 | \$5.00 |

2.2 Equipment

- Days 1–7 past due: \$1.00 per day
- Day 8 and beyond: \$5.00 per day
- Maximum overdue fine: \$50.00 per item
- Equipment overdue more than 14 days may be billed as lost and assessed replacement and processing fees.

3. Lost and Damaged Materials

Replacement cost may be based on current retail price or estimated market value if original retail price is unavailable. Staff will make reasonable efforts to determine the lowest appropriate replacement cost and revise billing accordingly.

3.1 Media

- Repair/Cleaning: \$3.00 per item plus materials cost
- Reprocessing fee: \$5.00 per item (applies to repaired or replaced items)
- Replacement: Retail cost of new item plus reprocessing fee
- If less than 6 months overdue, a like-new identical replacement copy may be accepted by the library to waive the retail cost; reprocessing fee still applies.
- Damaged barcode or spine label: \$1.00

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3.2 Equipment Replacement

- Equipment and Electronic devices: Retail cost plus \$5.00 reprocessing fee
- Charging block: \$10.00
- Charging cable: \$5.00

Refunds for items paid as lost may be issued if returned in good condition within 60 days of payment. Overdue fees and reprocessing are generally non-refundable.

4. Account Actions and Collections

Circulation Suspension Threshold (Sage Standard):

- Borrowing privileges suspended at \$5.00 outstanding balance.

Collections Referral Thresholds:

- Collections action surcharge: \$10.00 per delinquent account.
- **Accounts over \$50** may be referred to a collection agency.
- **Accounts with lost/damaged charges over \$100** may be referred for legal action under ORS 357.975 (Willful Detention of Library Materials).

5. Special Services

- Computer guest pass: \$1.00 per session (waived with acceptable ID, unless there is a block on the account)
- Fax (receive): \$0.50 per page
- Fax (send): \$1.00 per U.S. page; \$2.00 per international page
- Returned checks: \$35.00 per check

6. Library Card Fees and Related Charges

6.1 Replacement Cards

- Replacement card: \$1.00 per card

6.2 Visitor and Non-Resident Cards

- Full Access, 1 year: \$110.00
- Standard-Advanced, 6 months (12-item limit): \$60.00
- Standard-Regular, 3 months (6-item limit): \$40.00
- Limited Access, 1 month (2-item limit): \$20.00
- Fees are non-refundable.
- Only one public library account per individual within the Sage Library System.
- Visitor/non-resident accounts not renewed within 90 days of expiration may be deleted.
- No fee for in-library use of materials or public computers with acceptable identification.

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Eligibility, application requirements, and usage restrictions are governed by the BCLD Circulation Policy.

6.3 Oregon Library Passport Program

- No charge.
- A valid library card from a participating Passport Program library may be used to establish a temporary BCLD Limited Access account. Usage restrictions apply.

7. Interlibrary Loan (Non-Sage AV Materials)

- \$5.00 per audiovisual item borrowed from outside the Sage Library System (payment required prior to ordering).

8. Printing and Copying

- Black & White: \$0.10 (8.5x11), \$0.15 (8.5x14), \$0.25 (11x17) per side
- Color: \$0.50 (8.5x11), \$0.75 (8.5x14), \$1.00 (11x17) per side

9. Research and Public Records Requests

- First 15 minutes free for out-of-county residents
- \$50.00 per hour thereafter in 15-minute increments.

Requests requiring more than 15 minutes of staff time may be charged at \$50.00 per hour. Estimated fees must be paid in advance. Excess payments will be refunded; additional costs must be paid prior to release.

If a request disrupts normal operations, additional charges may be imposed to recover actual costs.

Board adoption date: _____

Effective date: _____