

BAKER COUNTY LIBRARY DISTRICT
FINES & FEES 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 determined by current retail price or estimated market value if original retail price is unavailable.

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 waive retail cost; reprocessing fee still applies.
- Damaged barcode or spine label: \$1.00

BAKER COUNTY LIBRARY DISTRICT
FINES & FEES SCHEDULE (2026)

3.2 Equipment Replacement

- Launchpad tablet: Retail cost plus \$5.00 reprocessing fee
- USB adapter and/or cable: \$10.00
- Tablet bumper: \$9.00
- Portfolio package: \$8.00
- Portfolio handle: \$1.00

Refunds for items paid as lost may be issued if returned in good condition within 60 days of payment. Reprocessing fees may be 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

- Returned checks: \$35.00 per check
- Computer guest pass: \$1.00 per session (waived with acceptable ID)
- Fax (send): \$1.00 per U.S. page; \$2.00 per international page
- Fax (receive): \$0.50 per page

6. Library Card Fees and Related Charges

6.1 Replacement Cards

- Replacement card: \$1.00 per card

6.2 Visitor and Non-Resident Cards

- Premium (Full Privileges), 1 year: \$110.00
- Advanced, 6 months (12-item limit): \$60.00
- Regular, 3 months (6-item limit): \$40.00
- Basic, 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.

BAKER COUNTY LIBRARY DISTRICT
FINES & FEES SCHEDULE (2026)

- No fee for in-library use of materials or public computers with acceptable identification.

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 BCLD Basic-level account at no charge. 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: _____