SANTA CLARA COUNTY LIBRARY DISTRICT FEE POLICY

Library Cards are free with no late fines on SCCLD materials.

LOST OR DAMAGED ITEMS

SCCLD materials including books, CDs, DVDs, Blu-ray, MP3, magazines ................................................. Cost of item plus $5 non-refundable processing fee Inter-Library Loans ................................................................................................................................. Cost of item ($5 minimum) plus $20 non-refundable processing fee. An out-of-print surcharge of $20 may be added

$10 non-refundable per lost CD

Cost of item or replacement part(s) varies

There are no daily fees for most materials. However, if an item is overdue more than 4 weeks, it is considered lost and a non-refundable processing fee is charged plus the cost of the item.

SERVICE CHARGES

Rebilling Fee ................................................................................................................................. $10 per account sent to rebilling service Inter-library Loans ................................................................................................................................. $4 per request plus a late fee of $1/day up to $20 maximum

Photocopies and Print Charges ......................................................................................................... 15¢ per page for b/w

20¢ per page for color

Reservations for Community Rooms & Computer Training Labs ..................................................... $25 per four-hour booking

Laptops and devices ........................................................................................................................ $100 at some libraries if group is late vacating the room causing the alarm to sound

$1/hour after the 3-hour borrowing period with a daily maximum fee of $20

- Card use is restricted if balance owed is $20 or more.
- Accounts may be referred to the rebilling service when balance is $50 or more.
- Individuals whose accounts have been sent to the rebilling service may check out items when a zero balance is reached.
- Payments may be cash, check, PayPal, or credit/debit card.
- Fees paid for lost items that are returned in good condition will be refunded for the cost of the item—less the non-refundable processing fee.

Effective January 2021