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<i>Effective</i>	<i>01-2006</i>
<i>Revised</i>	06-03-2021

Service Charges, Goods and Fines

The Director or designee shall charge for tangible goods, services, and fines to assure the timely return of materials, fund the replacement of materials that are lost or damaged and offset the costs of goods provided. The Director or designee will also charge for conference room use. All costs paid to the Library are deposited by the City directly into the Library Fund and are not refundable.

MHPL staff can accept fines charged to patron accounts by sites honoring a borrowing agreement with the Library. Fees from other sites for missing parts, damaged, or lost items, or accounts in collections must be resolved at the originating library.

The Board has established the following costs:

Circulation

Resident Library Card	Free with proof of residency
Non-Resident Library Card	Nonresident card costs will be no less than the amount of per household residential support (operating income per capita), plus tax.
Charge for Lost Cards	One card set per year at no-charge. Each additional card set is \$1.00 plus tax.
Fine for Overdue ILLs	\$1.00 per day
Fine for Overdue Digital Devices	\$5.00 per day
Charge for ILL not picked up	\$5.00
Charge for Lost or Damaged Items	List Price + \$5.00 per item processing charge
Charge for Accounts Sent to Collections	\$10.00

Information & Printing Services

Desktop Computer & Internet Use	Free
Copies/Printing from Computer Lab	10¢ per page for Black & White including tax 30¢ per page for Color including tax
3D Printing	Filament = 5¢ per gram plus tax
Laminating	10¢ per inch
Scanning	Free
Fax Service	Incoming = \$1.50 per page; Outgoing = \$1.50 per page

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Conference Room

Purpose:

The Board of Trustees of the Mountain Home Public Library makes the Library's Conference Room available to the public. The booking of a conference space does not imply library endorsement of the content and/or speakers of meetings held in the Library.

Room Use Priority:

- Library and City of Mountain Home sponsored events are given priority in scheduling use of the conference room.
- Friends of the Mountain Home Public Library sponsored events such as the Friends Book Sales.

*The Library will not cancel existing room use reservations except in emergency situations.

Meetings:

- When not needed for Library use, the conference room is available on a first-come, first-serve basis for meetings that are educational, cultural, political, civic, or charitable.
- All meetings must be open to the public without charge.
- Meetings may not disturb the normal operations of the library nor pose a safety hazard.
- Conference room may not be used for parties.

Reservations:

- Reservations may be made in person, or by phone. Reservations may be made no more than 1 year in advance.
- Credit(s) for future use will expire 180 days after being issued except in extenuating circumstances, such as a global pandemic.



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Staff will charge conference room costs as follows:

<p>Library, City Department, School District #193, Richard McKenna Charter Schools or Mountain Home Adult Training Academy Functions</p>	<p>No Charge</p>
<p>Non-Profit/Schools</p> <p>*Must supply IRS Non-Profit designation form or have a copy on file to receive this discounted rate.</p> <p>Charges must be paid at the time of booking.</p> <p>To receive a credit for future use, a cancellation notification must be provided to the Circulation Desk 5 working days prior to the date scheduled.</p> <p><i>Replacement and/or repair fees will be charged for damage to the facility, furnishings/fixtures, and/or damage to or loss of library equipment.</i></p>	<p><u>Room Cost</u> \$10.00 per hour plus tax - or - \$50.00 per day for 2 or more consecutive day bookings plus tax.</p> <p><u>Cleaning Charge</u> \$20.00 – billed when room has not been restored to original condition</p>
<p>Private, Commercial Organizations & Fund-Raising Events</p> <p>Charges must be paid at the time of booking.</p> <p>To receive a credit for future use, a cancellation notification must be provided to the Circulation Desk 5 working days prior to the date scheduled.</p> <p><i>Replacement and/or repair fees will be charged for damage to the facility, furnishings/fixtures, and/or damage to or loss of library equipment.</i></p>	<p><u>Room Cost</u> \$20.00 per hour plus tax - or - \$50.00 per day for 2 or more consecutive day bookings plus tax.</p> <p><u>Cleaning Charge</u> \$20.00 – billed when room has not been restored to original condition</p>
<p>*A State of Idaho ST-101 form is required for Sales Tax Exemption.</p>	



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Returned Check Charges

The City of Mountain Home will assess a charge on checks not honored by the bank on which they are written and which are returned to the City of Mountain Home after being deposited by the Mountain Home Public Library. More information regarding checks returned to the City of Mountain Home may be obtained from City Hall, 160 South 3rd East, PO Box 10, Mountain Home, Idaho – Phone: 208-587-2104.

Recovery of Materials and Unpaid Fines and Fees

At the discretion of the Director or designee, the Library may engage the services of a collection agency to recover outstanding fines and fees or to ensure the return of materials. A fee of \$10.00 will be added to patron accounts referred to collections and shall be paid in addition to other fees or charges for fines, lost, or damaged materials.

The Library may pursue court action against patrons who refuse to return items to the Library.

Materials will not be loaned to patrons owing more than \$10 in fines or fees. Patrons with unresolved charges on an account referred to a collection agency may not borrow materials.