



April 28, 2022

Annually the Laramie County Library System Board of Directors review library policy. The following policies are under review. Please email [chartmann@lclsonline.org](mailto:chartmann@lclsonline.org) by Tuesday June 22, 2022 for your comments to be included in a public hearing on Tuesday June 28, 2022 at the regular meeting of the Laramie County Library System Board of Directors.

***#1 PUBLIC POLICY SECTION - PROPOSED CHANGE – eliminate some fines and fees and change loan length***

Patrons would still be charged for:

- non-returned items (full cost of item plus processing fee)
- damaged items
- collection agency referrals for items kept more than 35 after the due date
- \$2 ILL (Interlibrary Loan) fee to help to cover some of the expense
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This proposal also increases the loan period of movies and video games from 4 to 7 days and TV series from 4 to 21 days.

**FEES, LOAN PERIODS, AND LIMITS, AND CHARGES**—changes as the policy is written- only includes relevant sections for complete library policy go to <https://lclsonline.org/wp-content/uploads/2021/11/Public-Policy-October-2021.pdf>

To ensure the equitable operation of the library and that library materials and equipment are available in a timely fashion, the Board establishes the following fees, loan periods, ~~and~~ limits, ~~and~~ charges. Note that adult library cards have a limit of 100 items total; youth library cards have a limit of 60 items total.

<b>Print Materials</b>	<b>Loan Period</b>	<b>Limit</b>	<b>Fee</b>	<b>Overdue Fee</b>
Fiction Books	21 days			\$0.10/day
Fiction Books – NEW	7 days			\$0.10/day
Nonfiction Books	21 days			\$0.10/day
Youth Materials	21 days			NO FEE
Youth Book & CD Sets	21 days	8		NO FEE

Periodicals (Magazines)	7 days	\$0.10/day
Book Club Kits	42 days	\$0.10/day

<b>Audiovisual (AV) Materials</b>	<b>Loan Period</b>	<b>Limit</b>	<b>Fee</b>	<b>Overdue Fee</b>
Audiobooks (BOCDs & MP3s)	21 days	16 per format		\$0.10/day
Movies (DVDs & Blu-rays)	47 days	4 per format	\$2.00/item*	\$1.00/day
<u>TV Series</u>	<u>21 days</u>	<u>4 per format</u>		
Video Games	47 days	2 per format	\$2.00/item*	\$1.00/day
Music CDs	21 days	16		\$0.10/day

\*AV fee include tax

NOTE: All materials checked out on the Bookmobile are due in 28 days.

<b>Equipment</b>	<b>Loan Period</b>	<b>Limit</b>	<b>Fee</b>	<b>Overdue Fee</b>
Overhead Projector	4 days	1	\$5.00/day	\$5.00/day
35mm Slide Projector	4 days	1	\$5.00/day	\$5.00/day
Screens	4 days	1		\$1.00/day
<del>E-reader Device</del>	<del>14 days</del>	<del>1</del>		<del>\$1.00/day</del>
<u>Laptop</u>	<u>7 days</u>	<u>1 per family</u>		
<u>Hotspot</u>	<u>7days</u>	<u>1</u>		

<b>Meeting Room Equipment</b>	<b>Loan Period</b>	<b>Limit</b>	<b>Fee</b>	<b>Overdue Fee</b>
Easel	Per meeting	1		
Laptop w/AV Cart	Per meeting	1	\$20.00~	
Microphone	Per meeting	1		
Projector – 35mm Slide	Per meeting	1	\$2.50	
Projector – Overhead	Per meeting	1	\$2.50	
Projector – Permanent	Per meeting	1		
Piano (Cottonwood Room)	Per meeting	2	\$10.00	
TV/VCR/DVD Player	Per meeting	1	\$5.00	
Whiteboard	Per meeting	1		

~A credit card is required for use of these items

<b>Faxing</b>	<b>Fee</b>
Sending	\$0.50 per fax
Receiving	\$0.10 per page

<b>Photocopies</b>	<b>Fee</b>
Black & White	\$0.10 per page
Color	\$1.00 per page

<b>Fees (see also LOST/DAMAGED ITEMS POLICY)</b>	<b>Fee</b>
Material or Equipment Returned <i>without</i> Barcode	\$1.00
Material or Equipment Returned <i>without</i> RFID Tag	\$2.00

Lost Material	Cost of Item + Processing Fee
Damaged Material – Returned to Library	One-half cost of item + Processing Fee
Damaged Material – Not Returned to Library	Cost of Item + Processing Fee
Lost or Damaged Equipment	Cost of Equipment <i>OR</i> Cost of Repair if Repair Restores Function
Processing Fee – Book	\$5.00
Processing Fee – AV	\$10.00
Collection Agency	\$20.00
Replacement Library Card	\$3.00
Blank CD	\$1.00
Flash Drive	\$5.25
Envelope	\$0.25
Laminating Sheet	\$1.00 per sheet
Stamp	Cost of current stamp
3D Printing Fee	\$0.10 per gram
<u>Clear Book Jacket size 9, 10, 12, 14</u>	<u>\$0.50 each</u>
<u>Clear Book Jacket size 16</u>	<u>\$0.75 each</u>

8. **Request Services aka “Holds”** – You may make a request at any public service desk or using your account online. ~~There is a \$0.50 fee for each request that you do not pick up.~~

**Proposed new grid to make these policies easier to read:**

<u>Print Materials</u>	<u>Loan Period</u>	<u>Limit</u>	<u>Charges</u>
Fiction Books	21 days		<i>See List of Charges below</i>
Fiction Books – NEW	7 days		<i>See List of Charges below</i>
Nonfiction Books	21 days		<i>See List of Charges below</i>
Youth Materials	21 days		<i>See List of Charges below</i>
Youth Book & CD Sets	21 days	16	<i>See List of Charges below</i>
Periodicals (Magazines)	7 days		<i>See List of Charges below</i>
Book Club Kits	42 days	2	<i>See List of Charges below</i>
Interlibrary Loan Fee	Determined by loaning library or 21 days	Determined by loaning library	\$2 per item requested; loaning library may charge additional fees
<b><u>Audiovisual (AV) Materials</u></b>			
Audiobooks (BOCDs & MP3s)	21 days	16 per format	<i>See List of Charges below</i>
Movies (DVDs & Blu-rays)	7 days	4 per format	<i>See List of Charges below</i>

TV Series	21 days	4 per format	<i>See List of Charges below</i>
Video Games	7 days	2 per format	<i>See List of Charges below</i>
Music CD	21 days	16	
Interlibrary Loan Fee	Determined by loaning library or days above per item type	Determined by loaning library	\$2 per item requested; loaning library may charge additional fees
<b><u>Bookmobile</u></b>			
All materials	28 days	See above per item type	<i>See List of Charges below</i>
<b><u>Equipment</u></b>			
Overhead Projector	4 days	1	<i>See List of Charges below</i>
35mm Slide Projector	4 days	1	<i>See List of Charges below</i>
Screens	4 days	1	<i>See List of Charges below</i>
Laptop	7 days	1 per family	<i>See List of Charges below</i>
Hotspot	7 days	1 per family	<i>See List of Charges below</i>
<b><u>Meeting Room Equipment</u></b>			
Easel	Per meeting	2	<i>See List of Charges below</i>
Laptop w/AV Cart	Per meeting	1	<i>See List of Charges below</i>
Microphone	Per meeting	2	<i>See List of Charges below</i>
Projector – 35mm Slide	Per meeting	1	<i>See List of Charges below</i>
Projector – Permanent	Per meeting	1	<i>See List of Charges below</i>
Piano (Cottonwood Room)	Per meeting	2	<i>See List of Charges below</i>
TV/VCR/DVD Player	Per meeting	1	<i>See List of Charges below</i>
Whiteboard	Per meeting	1	<i>See List of Charges below</i>
<b><u>Fees</u></b>			
Fax - sending			<i>\$.50 per fax</i>
Fax - receiving			<i>\$.10 per page</i>
Copies – black & white			<i>\$.10 per page</i>
Copies - color			<i>\$1.00 per page</i>
Library card replacement			<i>\$3.00</i>
<b><u>To Purchase</u></b>			
Blank CD			<i>\$1.00</i>
Flash Drive (USB)			<i>\$5.25</i>
Envelope			<i>\$.25</i>
Laminating Sheet			<i>\$1.00</i>

Stamp			<i>Current cost for a stamp</i>
3D printing fee			<i>\$.10 per ounce</i>
Clear Book Jacket Covers	Size 9, 10, 12, and 14		<i>\$.50 each</i>
Clear Book Jacket Covers	Size 16		<i>\$.75 each</i>

**See also LOST/DAMAGED ITEMS POLICY**

<b><u>LIST OF CHARGES</u></b> <b><u>(for material and equipment checked out or used in house)</u></b>	<b><u>Charges</u></b>
Material or Equipment Returned <i>without</i> Barcode	<i>\$1.00</i>
Material or Equipment Returned <i>without</i> RFID Tag	<i>\$2.00</i>
Lost Material	Cost of Item + Processing Fee
Damaged Material – Returned to Library	One-half cost of item + Processing Fee
Damaged Material – Not Returned to Library	Cost of Item + Processing Fee
Lost or Damaged Equipment	Cost of Equipment <i>OR</i> Cost of Repair if Repair Restores Function
Processing Fee – Book	\$5.00
Processing Fee – AV	\$10.00
Collection Agency for long overdue items	\$20.00

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***#2 PUBLIC POLICY SECTION - PROPOSED CHANGE –drop fee for Computer Classroom and identify new services***

We have made so many changes to the Computer Classroom that current policy no longer represents practice. The proposal drops the fee for usage of the Computer Classroom as a classroom and outlines the other services available in that space.

**MEETING ROOM ACCESS, PUBLIC - (does not include entire policy, just section to be changed)**  
**SPECIAL SERVICES AND FEES**

1. Commercial group fees: \$25.00 per half hour for all rooms except the Cottonwood Room. The fee for the Cottonwood Room is \$30.00 per half hour (partial half hours charged by the half hour).
2. For the Cottonwood Room and Willow Room, a kitchen is available at no charge. No refrigerator available. Two large pots of coffee and one for hot water available. All other

supplies must be provided by the group using the kitchen. Note: If two meetings are going on at the same time, the kitchen may be shared.

3. Library audiovisual (AV) equipment, including a microphone, may be used in the meeting rooms. AV equipment must be reserved prior to the meeting. For a list of AV equipment and fees, ask at the 'Ask Here' Desk on any floor.
4. Training is provided if you wish to connect a laptop or other device to the meeting room technology or want to use the library's AV Cart. A training session may be arranged with the IT Department by filling out a training request form. The IT Department needs 72-hour notice in which to schedule a room and trainer for the training session.
5. If you are using your own computer equipment to connect to the technology in the meeting rooms, limited troubleshooting assistance will be provided. Due to liability issues, IT employees will not be able to touch your laptop or other device.
6. Computer Classroom: ~~The primary use for the Computer Classroom is for library-offered classes or library-sponsored classes.~~
  - a. ~~The Computer Classroom may be scheduled for a group to do training or work that requires computers. There are six computers available. There is a \$25.00 per half hour fee for use of the Computer Classroom.~~
  - b. ~~The Studio, used for video production, is in the Computer Classroom and the room may be scheduled for this use. There are two specialized computers in the room that assist with editing. To book the Computer Classroom, the person who wishes to conduct a class in the space must go through the library's Computer Classroom orientation class.~~
  - c. ~~The library has one computer with a web cam that is in the Computer Classroom. The room may be scheduled for use of the webcam to ensure privacy and not disturbing other library users. Once the individual has completed this class, they may use the online 'Reserve a Meeting Room' booking form.~~
  - d. ~~Two specialized computers are in the Computer Classroom as well, they may be reserved by calling and asking for the Computer Room Help Desk or in person. The room is generally not scheduled for this purpose, but may be if the work involves a group collaborating.~~