

## DALY CITY PUBLIC LIBRARY POLICY: Fines and Fees

The Daly City Public Library charges fines and fees for various library services. The Library, individually and as a member of the Peninsula Library System (PLS), periodically examines fines and fees and recommends changes as needed. All fines and fees are approved by the City Council of Daly City.

### Peninsula Library System / Daly City Library Fines and Fees

Adult materials overdue fine	25¢/day per item
Maximum overdue fine—adult materials	\$8.00/item
Children’s and young adult (YA) materials overdue fine	15¢/day per item
Maximum overdue fine—children’s/YA materials	\$4.00/item
*No overdue fines are assessed on children’s and teens’ accounts	
Collection agency service fee	\$10.00 per library account
Lost items processing fee (non-refundable)	\$5.00/item

### Daly City Library Local Fees

Media case, missing or damaged	\$5.00/case
Barcode, missing or damaged	\$1.00/barcode
RFID tag, missing or damaged	\$1.00/tag
Media case insert/cover art	\$2.00/item
Computer printer copies—black & white	15¢/page
Computer printer copies—color	40¢/page
Microfilm/fiche printer copies	15¢/page
Interlibrary loan (for items not available from PLS libraries)	\$5.00/item
Library card replacement	\$2.00/card
Test proctoring	\$50.00/test (resident) \$ 5.00/each additional test on same date

### Exceptions

- Library staff may reduce or waive fines and fees on a case-by-case basis.
- Library staff is exempt from overdue fines.

*Endorsed by the Library Board of Trustees: 10/19/00; 9/16/03; 6/15/10  
Revised: 5/16/00; 6/20/00; 8/15/00; 11/20/01; 10/15/02; 4/15/03, 10/21/03; 8/26/08; 6/14/10;  
6/23/14 per City Council Ordinance; 5/9/16 per City Council Ordinance*