

Stillwater

Public Library

Title: Fee Schedule
Date adopted: 01/11/2022
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Purpose

The purpose of this fee schedule is to provide a comprehensive listing of fees charged by Stillwater Public Library.

Library Cards and Borrowing:

Type	Fee	Additional Information
Library Card – Resident	\$0	<p>Anyone who lives in or pays property taxes in the city of Stillwater or Washington County is eligible for a free library card, accepted at Stillwater Public Library, Bayport Public Library, and Washington County Library branches. The card allows patrons to borrow circulating materials and access digital resources (for free) from Stillwater Public Library, Bayport Public Library, and Washington County Library.</p> <p>Minnesota residents who hold valid library cards at another city or county system covered by the Statewide Borrowers Compact may register their card at Stillwater Public Library to borrow materials and access digital resources from Stillwater Public Library, Bayport Public Library, and Washington County Library.</p>
Library Card – Nonresident	\$60.00	<p>An annual fee-based library card may be issued to anyone who does not live or pay property taxes in the city of Stillwater or Washington County, including out-of-state patrons. The library card may be used to borrow print library materials only. It is not valid for access to the library’s digital resources. The card is only valid for checking out materials from libraries in Washington County. It cannot be used to borrow materials at other Minnesota libraries but can be used to request materials from other libraries to be sent to Stillwater Public Library, Bayport Public Library, or Washington County Library branches for checkout. Cards expire 12 months after issuance.</p> <p>Minnesota residents who do not reside in Washington County and are interested in a free library card may request a card from their local library system. If the library is covered by the Statewide Borrowers Compact, the card may be used at Stillwater Public Library to borrow materials and access digital resources.</p>

Library Card – Institutional	\$0	<p>Nonprofit organizations or institutions, governmental units, civic organizations, or businesses located within the city of Stillwater may register for an institutional library card. Cards allow free access to the circulating materials and digital resources of Stillwater Public Library, Bayport Public Library, and Washington County Library.</p> <p>Library cards are issued by Stillwater Public Library to the chief executive officer or designated representative of an organization. In order to obtain an institutional library card, a letter of request is to be written on the organization’s letterhead stationery and signed by the chief executive office or designated representative. The card is valid for one year.</p> <p>Minnesota organizations that are not located in the city of Stillwater may apply for an institutional card at the library in the county or city where the organization is located. The issued card may then be registered at Stillwater Public Library for use. The card must be renewed yearly.</p>
Overdue Fees	\$0	The library does not charge overdue fees.
Lost/Damaged Fees	Varies by items	Fees are charged for lost or damaged items in accordance with the schedule under <i>Replacement and Repair Charges</i> .
Interlibrary Loans	Determined by the lending institution	Items not owned by Stillwater Public Library, Bayport Public Library, or Washington County Library may be requested by interlibrary loan. There is no charge for interlibrary loan service; however, fees charged by the lending library may be passed on to the patron.

Replacement and Repair Charges:

All replacements for lost or damaged materials will be purchased by Stillwater Public Library. Due to the nature and costs of processing, the library will accept outside replacements only if the selector or Circulation Services Lead has approved an exception that meets collection development guidelines.

Patrons will be charged for lost or damaged items according to the following process:

1. The purchase price is listed in the circulation system database.
2. If no purchase price is listed in the database or if a piece of a multi-part set can be replaced individually, patrons will be charged the replacement list price as set by the appropriate vendor.
3. If no purchase price is recorded in the places listed above, patrons will be charged according to the standard list below.

Material Type	Fee
Group 1: magazines	\$4.00/item
Group 2: music CDs; kits	\$15.00/item
Group 3: books	\$20.00/item
Group 4: DVDs	\$25.00/item
Group 5: audiobooks	\$50.00/item
Group 6: reference, professional collection	\$75.00/item
Group 7: book club kit (10+ books, plus reading guides); memory minder kit	\$150.00/kit
Group 8: St. Croix Collection materials	List/appraised price (default \$100 in lieu of list/appraised price)
Group 9: telescope kits; hotspots; laptops; tech devices and other hardware	Current replacement value as determined by Stillwater Public Library
Group 10: interlibrary loan item	Determined by lending institution

Patrons with unpaid charges may be blocked from checking out additional items until the charges are resolved.

Unpaid replacement and repair charges of more than \$50 are sent to Washington County Financial Services for debt collection thirty days after the billing notice is sent.

If reasonable cause is shown, replacement and repair charges for Stillwater Public Library items may be upheld, reduced, or canceled at the discretion of Stillwater Public Library staff. Library Assistants may reduce or waive charges up to \$25. The Circulation Services Lead has the authority to reduce or waive charges up to a limit of \$50. If the requested reduction is more than \$50, the selector or Library Director must be consulted and approve any reduction greater than \$50.

Meeting Room Fees:

Room	Room Rental Fees			Room Set-Up Fees
	Non-profits, Government, Community Groups		For-Profit Organizations	
	Library Open	Library Closed*	All Times	
Conference Room	\$0/hour	\$30.00 per hour	\$30.00 per hour	Standard: \$0 Custom: Not Available
Margaret Rivers A	\$0/hour	\$30.00 per hour	\$30.00 per hour	Standard: \$0 Custom: Not Available
Margaret Rivers B	\$0/hour	\$30.00 per hour	\$30.00 per hour	Standard: \$0 Custom: \$30.00
Margaret Rivers A&B	\$0/hour	\$60.00 per hour	\$60.00 per hour	Standard: \$0 Custom: \$30.00
*Closed Rate Exemption: The <i>Library Closed</i> rate is waived for the City of Stillwater, Friends of Stillwater Public Library, and Stillwater Public Library Foundation.				
No-show Fees		<p>A no-show fee will be charged unless a cancellation has been verified two business days (Monday – Friday) prior to the reserved date. Any outstanding no-show fees must be paid before a new reservation is made.</p> <p>Non-profit, government, and community groups will be charged a \$30 no-show fee.</p> <p>For-profit organizations will be charged a no-show fee equal to the room rental and set-up fees for the scheduled meeting time.</p>		

Miscellaneous Fees:

Type	Fee	Additional Information
Print/Copy – Black & White	\$0.10	
Print/Copy – Color	\$0.25	
Earbuds	\$2.00	
Headphones	\$5.00	
Flash drives	\$3.00	
MN Driver’s Manual	\$2.00	
Photography	\$0	Photography is allowed at the library at no fee. All photography must occur in accordance with the <i>Public Conduct in the Library Policy</i> . Staff may terminate any photo session that appears to compromise public safety

		<p>or security or violates a library policy. The use of additional equipment, such as tripods and lighting, is not permitted.</p> <p>Library users should not be captured in photographs without their permission. People photographing on library premises have the sole responsibility for gaining all necessary releases and permissions from those who are photographed.</p>
Debt Collection	\$15.00	<p>A debt collection fee is charged to any account sent to Washington County Financial Services for unpaid charges of more than \$50 thirty days after the billing notice is sent.</p> <p>Balances with debt collection must be settled with Washington County. Credit card payments may be made online or via phone. Check payments may be mailed to Washington County.</p>
Non-Sufficient Funds	Maximum allowed by law	<p>All library accounts with checks returned for non-sufficient funds (NSF) will be assessed an NSF fee equal to the maximum amount allowed by law, and this fee will be manually added to the account of the person who wrote the NSF check. In addition to the NSF fee, all other fines/fees paid with an NSF check will be reinstated (added back manually) to each account collected on with that check.</p>
Convenience Fees	Set by City of Stillwater at merchant processing cost	<p>Convenience fees apply to payments processed by Stillwater Public Library or the City of Stillwater and are set at the merchant processing cost. Future fee adjustments by the City will be applicable and supersede the rates below:</p> <p>Pursuant to City of Stillwater Resolution 2023-153: A convenience fee of \$1.00 will be applied to all EFT payments. A convenience fee of 2.9% of the total charge plus \$0.30 will be applied to all credit/debit card payments.</p> <p>City of Stillwater convenience fees are not applicable for payments made online through the circulation system shared with Washington County. Convenience fees through the shared system are determined by Washington County.</p>

Associated Policies

- Stillwater Public Library: Circulation Policy
- Stillwater Public Library: Public Conduct in the Library Policy
- Stillwater Public Library: Study Rooms, Meeting and Event Policy

The most current fee schedule supersedes any and all previous fee schedules or policies issued relative to this subject.