

# CUSTOMER POLICIES

## FEES FOR LIBRARY MATERIALS AND SERVICES

### Board Policy:

**DATE REVIEWED: 12/04/2025**

**DATE APPROVED: 12/04/2025**

**EFFECTIVE DATE: 01/01/2026**

**REPLACING POLICY EFFECTIVE: 05/23/2024**

Columbus Metropolitan Library (CML) charges fees to provide an incentive for customers to return materials or to recoup some of the cost of providing services and programs. In addition to its own fees, CML may collect fines and fees in accordance with those established by partner organizations and libraries; the Board authorizes CML Administration to establish those fines and fees.

Fees are:

MATERIAL OR SERVICE	FEE AMOUNT
Printouts:	\$0.10 per page (black and white) \$0.50 per page (color)
Photocopies	\$0.10 per page (black and white) \$0.50 per page (color)
When requested, a photocopy of an individual's driver's license, temporary driver's permit or state identification card	No charge
Fax or Scan:	No charge
Notary Services	No charge
Convenience office supplies such as envelopes, stamps, folders, flash drives, etc.	Cost plus sales tax (rounded)
Incomplete, Lost, Damaged or Stolen CML or CLC Materials, including Mobile HotSpots:	List price as cited in catalog item records
Staff Coverage for Before or After-hours Meeting Room Use	\$100.00 per hour
Private Events at CML Locations:	Determined by event requirements (e.g. furniture and equipment, duration of event, staff resources)
Materials Recovery Fee	A fee of \$12.00 will be added to the accounts of customers whose records are turned over to a Materials Recovery Service for failure to return materials valued at over \$50.00

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## Administrative Procedure:

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Partner Organization's and libraries' fees are:

MATERIAL OR SERVICE	FEE AMOUNT
Incomplete, Lost, Damaged or Stolen Materials received through Interlibrary Loan:	Flat replacement fee: \$50
Incomplete, Lost, Damaged or Stolen OhioLINK Materials:	Flat replacement fee: \$110
Overdue OhioLink Materials:	\$0.50 per day Maximum fine per item: \$15
Incomplete, Lost, Damaged or Stolen SearchOhio Materials:	Flat replacement fee: \$25

## Related Policies/Forms:

- Cardholder Registration and Account Access
- Copyright Compliance
- Hours of Operation
- Interlibrary Loans
- Loan Period for Library Materials
- Meeting Rooms
- Private Events
- Overdue, Lost, Damaged or Stolen Library Materials