

## SUBJECT: USER FEE SCHEDULE

## I. PURPOSE

The Naperville Public Library assesses fees to recover the costs for photocopying and printing and assorted supplies available in the computer labs. This policy details the amount of fees charged to Naperville Public Library cardholders.

## II. SCOPE

Fees covered under this policy include user fees associated with photocopy, printing, and fax services, as well as supplies available for use in the computer labs. Not covered under this policy are other fees or fines such as those associated with overdues, the replacement of lost or damaged materials, meeting room rental, interlibrary loan fees, and exam proctoring. Fees assessed for other services are included in the policies authorizing those services.

## III. PROVISIONS

Fees are charged using the User Fee Schedule that is reviewed annually by the Naperville Public Library Board of Trustees.

Printing Costs (per side)	
Economic Printing and Copying on Canon	
Letter and legal: black & white	\$0.10
Letter and legal: color	\$0.25
11x17: black & white	\$0.20
11X17: color	\$0.50
High Quality Printing on HP Color Laserjet Printer (remote printing costs):	
Letter and legal: black & white	\$0.20
Letter and legal: color	\$0.50
Photocopies (per side)	
Letter and legal: black & white	\$0.10
Letter and legal: color	\$0.25
11x17: black & white	\$0.20
11x17: color	\$0.50
3D printing (including 3D pens)	
Regular filament	\$0.20/gram
Faxes, at Simple Scan stations (per side)	
Domestic	\$1.00
International	\$2.00
1-1/2" buttons	\$0.25
Blank CDs and DVDs	\$1.00
Cardstock paper	\$0.10/sheet

Earbuds	\$1.00
Flashdrives	\$10.00
SD cards	\$8.00
Vinyl	
Half sheet	\$1.00
Full sheet	\$2.00
2.25" buttons	\$0.50
Laminating pouches	\$0.50
Book binding combs	\$0.25
Book binding clear covers	\$0.50
Book binding colored covers	\$0.25

Overdue, lost or damaged materials – see Policy 211, Loan of Materials

Lost or damaged item fees – see Policy 216, Replacement Fee Schedule

Proctoring – see Policy 252, Examination Proctoring

Meeting rooms – see Policy 320, Public Use of Meeting Rooms