

# **A G E N D A**

**\*REVISED\***

## **Board of Library Commissioners City of Los Angeles**

**Thursday, December 12, 2019**

**CENTRAL LIBRARY**  
Board Room, 4th Floor  
630 W. 5<sup>th</sup> Street  
Los Angeles, CA 90071

**TIME: 11:00 A.M.**

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**Agenda:** In compliance with Government Code Section 54957.5, you may view the agenda its attachments at the Information Desk of the Central Library and online at [www.lapl.org/about-lapl/board-library-commissioners](http://www.lapl.org/about-lapl/board-library-commissioners). Some large agreements or attachments that may not be viewable on the website will be available in their entirety at the Information Desk of the Central Library and provided at the Board Meeting.

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- 1. Roll Call**
- 2. Opening Remarks:** Literary Appreciation
- 3. Approval of the Minutes:** Minutes of the Regular Meeting – July 25, 2019
- 4. Public Comments (Matters within the Board's Jurisdiction)**  
*(In accordance with Board Policy, a total of 15 minutes shall be allocated for public comment not to exceed three (3) minutes per speaker. Items arising during the public comment portion of the meeting may be referred by the President to the staff or Board Committee for appropriate action or report back thereon to the Board.)*
- 5. City Librarian's Comments and Announcements**
- 6. City Librarian's Reports**

### **Consent Items**

*Commissioners who wish to discuss particular items should ask that such items be called as Special. The remaining items will be subject to a single vote.*

- a. Recommendation to approve transfer of funds in the amount of (EXHIBIT "A")  
\$2,345,000 from Account 1010 (Salaries General) and 6010  
(Office and Admin. IT Training) to Account No.'s 2130 (Travel),  
6010 (Office and Admin Public Computers) and 7340 (Transportation  
Equipment), Fund 300, Department 44

### **Discussion Item(s)**

- b. Recommendation to approve Revised Rules of Conduct (EXHIBIT "B")\*

- c. Recommendation to establish a Fine-Free Policy for the Los Angeles Public Library to remove barriers for access  
(Publication date: December 2, 2019) (EXHIBIT "C")
- d. Recommendation to approve Library Department Proposed Budget for Fiscal Year 2020-21, totaling \$205,334,363 (EXHIBIT "D")
- 7. **Presentation:** Pio Pico-Koreatown Park Project
- 8. **Various Communications:** None.
- 9. **Commissioners' Comments, Announcements and Review of Matters Pending**
- 10. **Adjournment**

### **NEXT BOARD MEETING NOTICE**

The next Regular Meeting of the Board is scheduled for Thursday, **January 9, 2020**, at the **Central Library**, Board Room, 4<sup>th</sup> Floor, 630 W. Fifth Street, CA 90071, at **11:00 A.M.**

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**Finalization of Board Actions - Charter Section 245:** In accordance with Charter Section 245, actions of the Board of Library Commissioners shall become final at the expiration of the next five (5) meeting days of the City Council during which the Council has convened in regular session.

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**Title II of the American with Disabilities Act:** The City of Los Angeles does not discriminate on the basis of disability and upon request will provide reasonable accommodations to ensure equal access to its programs, services, and activities. Sign language interpreters, communication access real-time transcription (CART), assistive listening devices or other auxiliary aids and/or services may be provided upon request. To ensure availability, you are advised to make your request at least 72 hours prior to the meeting/event you wish to attend. For Sign Language Interpreters is strongly recommended to make the request five (5) or more business days prior to the meeting. For additional information, please contact the Board Office at (213) 228-7530.

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**Rules of Decorum:** Persons addressing the Commission shall not utter loud, threatening, personal or abusive language, nor engage in any other disorderly conduct that disrupts or disturbs the orderly conduct of any Commission Meeting and prevents the Commission from carrying out its public business. The Presiding Officer has the authority to issue a warning to a person violating the Rules. At the discretion of the Commission President or upon a majority vote of the Commission, the Commission President may order removed from the Commission meeting place any person who fails to observe the rules of decorum. Any person failing to leave after being ordered to do so by the Presiding Officer and who willfully resists, delays or obstructs removal by the Sergeant-at-Arms, may be subject to arrest for violation of the Penal Code or Los Angeles Municipal Code. (Rev.11/2018)

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**Parking:** Reduced parking rate validation can be obtained by showing your library card at the Information Desk, and is only valid for parking on the Westlawn Garage at 524 S. Flower Street. The Westlawn Garage is not owned or operated by the Library Department. Additional information is available at [lapl.org](http://lapl.org)

**LOS ANGELES PUBLIC LIBRARY  
BOARD REPORT**

**EXHIBIT A**

December 12, 2019

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian 

SUBJECT: **TRANSFER OF APPROPRIATIONS WITHIN FUND 300 IN THE LIBRARY DEPARTMENT FOR PUBLIC COMPUTERS, VEHICLES FOR LAPD, AND INFORMATION TECHNOLOGY DEPARTMENT TRAVEL**

**A. RECOMMENDATION:**

THAT the Board of Library Commissioners:

1. Approve the transfer of funds in the amount of \$2,345,000 from Account 1010 Salaries General and Account 6010 to the following accounts within the Library's 2019-20 Budget, Fund 300, Department 44.

From:	<u>Acct. No.</u>	<u>Account Name</u>	<u>Amount</u>
	1010	Salaries General	\$ 2,330,000
	6010	Office and Admin IT Training	15,000
	<b>TOTAL</b>		<b><u>\$ 2,345,000</u></b>

To:	<u>Acct. No.</u>	<u>Account Name</u>	<u>Amount</u>
	2130	Travel	\$ 15,000
	6010	Office and Admin	
		Public Computers	2,150,000
	7340	Transportation Equipment	180,000
	<b>TOTAL</b>		<b><u>\$ 2,345,000</u></b>

2. Authorize the City Librarian to make any necessary technical changes.
3. Adopt the attached Resolution regarding the transfer of funds in the amount of \$2,345,000.

**B. FINDINGS:**

1. The Library has identified salary savings at the end of the past several fiscal years. These savings revert to the Unreserved and Undesignated Fund Balance (UUFB) and are subsequently appropriated for Library operations. Library staff project a year-end salary savings of approximately \$3 million during the current fiscal year.

2. Funds in the amount of \$2,150,000 are requested in the Office and Administrative Account 6010 to replace 2,200 public computers and privacy screens at the Branch Libraries and Central Library. Existing computers are up to ten years old and require replacement to optimize current processing capabilities. Also, updated monitors are required to replace the current smaller monitors, and new, larger monitors will require replacing existing privacy screens.
3. Funds in the amount of \$180,000 are requested in Transportation Equipment Account 7340 to provide three Los Angeles Police Department (LAPD) sworn vehicles that will be dedicated to Library security operations. The LAPD will assign up to four sworn officers to the Library Security Section to provide enhanced security and enforcement to help ensure a secure environment for Library patrons and staff. The vehicles are necessary to provide patrol duties at the branch libraries.
4. Funds in the amount of \$15,000 are requested to be transferred between Information Technology Department-managed line items from Account 6010 to Travel Account 2130 in order to pay for staff travel and overnight stays associated with conferences and workshops. The City Controller has advised that all training involving overnight travel must be paid from City 6010 accounts, and this transfer makes such an expenditure possible.
5. Sufficient savings are available in Account 1010 Salaries General and Account 6010 Office and Administrative to cover the funds requested for this transfer.

Prepared by: Deirdre Gomez, Senior Management Analyst

Reviewed by: Trina Unzicker, Assistant Business Manager

Madeleine Rackley, Business Manager

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(TOLL FREE NO.)

**JOHN F. SZABO**  
CITY LIBRARIAN

December 12, 2019

**LIBRARY RESOLUTION NO. 2019-XX (C-XX)**

WHEREAS, Funds in the amount of \$2,345,000 are available in the Library's Salaries General, Account 1010 and Office and Administrative Account 6010. The funds represent salary savings from vacant positions and training funds for Information Technology Department (IT) staff; and

WHEREAS, Staff requests the transfer of \$2,345,000 from the Salaries General Account 1010 and Office and Administrative Account 6010 to various accounts within the Library's Fiscal Year 2019-20 Budget:

THEREFORE, RESOLVED, that the Board of Library Commissioners hereby approves the transfer of funding within the Los Angeles Public Library No. 44, Fund No. 300 as follows to provide funds for public computer replacement, Los Angeles Police Department vehicles, and conference travel for Information Technology Department staff:

<u>Account</u>	<u>Amount</u>
<i>From:</i> 1010 – Salaries General	\$ 2,330,000
6010 – Office and Administrative	15,000
IT Training	
<b>TOTAL:</b>	<u><u>\$ 2,345,000</u></u>
 <i>To:</i> 2130 – Travel	 \$ 15,000
6010 – Office and Administrative	2,150,000
7340 – Transportation Equipment	<u>180,000</u>
<b>TOTAL:</b>	<u><u>\$ 2,345,000</u></u>

This is a true copy:

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Raquel M. Borden  
Board Executive Assistant

Adopted by the following votes:

AYES:

NOES:

ABSENT:

**LOS ANGELES PUBLIC LIBRARY  
BOARD REPORT**

December 12, 2019

TO: Board of Library Commissioners

FROM: John F. Szabo, City Librarian 

SUBJECT: **REQUEST TO ADOPT REVISED LOS ANGELES PUBLIC LIBRARY  
RULES OF CONDUCT**

**A. RECOMMENDATIONS:**

That the Board of Library Commissioners:

1. Adopt the revised Los Angeles Public Library Rules of Conduct, Board Policy Section 1:382, included as Attachment A of this report;
2. Authorize the City Librarian to amend the revised Rules of Conduct as needed for technical corrections;
3. Authorize the City Librarian to determine a reasonable implementation date for the revised Rules of Conduct once they are adopted; and,
4. Adopt the attached Resolution regarding the revised Los Angeles Public Library Rules of Conduct.

**B. FINDINGS:**

1. The Los Angeles Public Library (LAPL) Rules of Conduct (Rules) establish standards and courses of action to ensure a safe and welcoming environment for all Library patrons and staff.
2. The LAPL periodically updates and refines its Rules to align with changes in local laws and law enforcement operations and to respond to issues that arise in LAPL facilities.
3. The LAPL Rules were last updated and adopted by the Board of Library Commissioners (Board) in April 2018. Staff recommends updating the Rules at this time to be consistent with current case law regarding Rule #22 relative to filming. Filming, recording, and photography for non-commercial use is permissible by law in a publicly-owned facility; however, filming, recording, and photography for commercial use or presentations will continue to be prohibited unless prior consent from the LAPL Facilities Division is obtained.
4. After the Board adopts the proposed Rules, the City Librarian will work with LAPL staff to determine a reasonable date to implement the updated Rules. This date

will allow LAPL staff to print and distribute revised copies of the Rules in English and Spanish. In addition, staff will prepare and post notices at LAPL facilities and on the LAPL website updating the Rules

5. Staff are in the process of reviewing Rules enforcement which includes the maximum length of time that a patron's LAPL privileges can be suspended in the event of a severe infraction of the Rules and may return to the Board with recommendations regarding changes to enforcement policy.

Prepared by: Chad Helton, Director of Branches  
Trina Unzicker, Assistant Business Manager

Reviewed by: Madeleine M. Rackley, Business Manager

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**JOHN F. SZABO**  
CITY LIBRARIAN

December 12, 2019

**LIBRARY RESOLUTION NO. 2019-XX (C-XX)**

WHEREAS, the Los Angeles Public Library (LAPL) Rules of Conduct (Rules) establish standards and courses of action to ensure a safe and welcoming environment for all library patrons and staff; and

WHEREAS, the LAPL periodically updates and refines its Rules to align with changes in local laws and law enforcement operations and to respond to issues that arise in LAPL facilities; and

WHEREAS, the LAPL Rules were last updated and adopted by the Board of Library Commissioners in April 2018; and

WHEREAS, LAPL staff recommends updating the Rules at this time to be consistent with current law regarding Rule #22 relative to filming:

THEREFORE, RESOLVED, that the Board of Library Commissioners adopt the revised Los Angeles Public Library Rules of Conduct (Rules), Board Policy Section 1:382; and

FURTHER RESOLVED, that the Board of Library Commissioners authorize the City Librarian to amend the revised Rules as needed for technical corrections; and

FURTHER RESOLVED, that the Board of Library Commissioners authorize the City Librarian to determine a reasonable implementation date for the revised Rules of Conduct once they are adopted.

This is a true copy:

\_\_\_\_\_  
Raquel M. Borden  
Board Executive Assistant

Adopted by the following votes:

AYES:

NOES:

ABSENT:

# Rules of Conduct

Welcome to the **Los Angeles Public** Library. We are committed to being a safe, clean, and pleasant place for reading, learning, and other library activities. Visitors are expected to comply with the following Rules of Conduct.

## **Library Safety and Respect**

The following activities are prohibited:

1. Engaging in activities that may result in intimidation, injury, or harm to library patrons or employees.
2. Engaging in disruptive or unsafe behavior, including interfering with library employees in the performance of their duties, or obstructing, harassing, offending, annoying, or intimidating others, or entering non-public areas without authorization (California Penal code Section 602.1(b)).
3. Engaging in activities or behavior that result or may result in damage to library property, including the vandalizing of restrooms, or making any attempts to damage computer equipment or alter software configurations.
4. Engaging in sexual misconduct such as indecent exposure or touching, annoying, harassing, or offending another person, or touching which constitutes assault, battery, or sexual battery. Viewing or printing illegal materials such as child pornography.
5. Bringing weapons of any kind onto library property.
6. Smoking of any type or using tobacco products, vapor or e-cigarette products in the library or on library property as described in the LAMC Section 41.50. This includes the charging of battery-powered portable electronic smoking devices.
7. Creating unnecessary noise, including the use of cell phones, pagers, headphones, and other communication, audio and electronic devices which disturbs other patrons or staff.
8. Using loud, abusive, threatening, or profane language. (LAMC 63.93).
9. Staring at or following a patron or staff in a manner that reasonably can be expected to disturb him, her, or them.
10. Refusing to leave library premises at closing time or trespassing at any time.
11. Engaging in any activity prohibited by law.

## **Library Spaces and Resources**

The following activities are prohibited:

12. Eating, drinking, or displaying open food or liquid containers without the consent of the library building manager, except water in resealable liquid containers.
13. Sleeping in the library.
14. Using library restrooms or water fountains for bathing, shaving, or washing clothing. Loitering in the restrooms.

15. Entering the library with hygiene conditions, including, but not limited to, clothing odor, body odor, insects or pests, or with unsanitary belongings that interfere with the use and enjoyment of the library by other library patrons or with the functioning of library staff. Wearing or spraying highly scented products such as perfumes or air fresheners.
16. Entering the library without wearing shoes and garments that cover the upper and lower torso of their bodies. Patrons may not remove shoes or garments covering their upper and lower torsos while in the library.
17. Monopolizing library space, furniture, electrical outlets, or equipment to the exclusion of other patrons or staff. Obstructing aisles, doorways, or stairs in violation of LAMC 57.33.11.
18. Panhandling, soliciting, distributing, or selling merchandise, or conducting other business transactions on library property without the written permission of the City Librarian. Petitioning outside the library must be done in accordance with the law.
19. Bringing containers, packages, briefcases, parcels, or bundles into the library which singly or collectively exceed 24" x 14" x 12". Musical instruments are allowed but must not be played without the consent of the library building manager and must not obstruct aisles or monopolize space. Items deemed unsanitary by the library building manager will not be permitted inside library buildings.
20. Bringing bicycles, shopping carts, or other large wheeled conveyances inside library buildings. Wheelchairs, strollers, and mobility devices are only permitted if being used as transportation for, or as a mobility device by, an adult or child. Skates, skateboards, collapsible scooters, hover boards, and other similar devices must be carried while on library property. Bicycles should be stored in designated bicycle racks.
21. Bringing any animal into library facilities, except for service animals that are individually trained to do work or perform tasks for an individual with a disability in compliance with ADA (Americans with Disabilities Act) regulations. Animals that are part of a library program may be allowed in library facilities with the consent of library staff.
22. Recording, photographing, or filming persons in the library **or on library property for commercial use or presentations** without prior consent from the **Los Angeles Public Library Facilities Division** ~~library building manager and from the person(s) being recorded, photographed or filmed.~~
23. Leaving children under the age of eleven (11) years old or adults requiring supervision alone and unattended in the library, except for library programming with the consent of library staff. The library is not responsible for children who are left unattended in the library or on the grounds of the library.
24. Adults using areas designated for children or teens, attending programs for children or teens, or using computers designated for children or teens without being accompanied by a child or teen or without a need to use resources in those areas. Adults unaccompanied by a child or teen may use materials or attend programs in areas designated for children or teens at the discretion of library staff.
25. Feeding birds or other wildlife animals on library property.

#### **Enforcement of Rules of Conduct**


To preserve the peace and provide public access to library facilities, the library may suspend access to library privileges and to all libraries for persons who fail to follow the library's established Rules of Conduct. A person whose library privileges have been suspended may appeal the suspension. To request an administrative review of a suspension of privileges, submit the request in writing to: Business Office –

Hearing Officer, Los Angeles Public Library, 630 W. Fifth St., Los Angeles, CA 90071 or [HearingOfficer@lapl.org](mailto:HearingOfficer@lapl.org). This request must be made within ten (10) business days of receiving the Letter of Suspension. The written appeal will be reviewed by the Hearing Officer within thirty (30) business days of the receipt of the request for an administrative review. The decision of the Hearing Officer shall be final and not appealable. The suspension of privileges will remain in force during the review period. The library reserves the right at all times to discharge immediately a patron who is dangerous or in any way threatening library staff or other patrons.

The Los Angeles Municipal Code Section 63.93 cites additional library regulations.

**LOS ANGELES PUBLIC LIBRARY  
BOARD REPORT**

December 12, 2019

TO: Board of Library Commissioners  
FROM: John F. Szabo, City Librarian   
SUBJECT: **RECOMMENDATION TO ESTABLISH A FINE-FREE POLICY TO  
REMOVE BARRIERS FOR ACCESS AT LAPL LIBRARIES**

**A. RECOMMENDATIONS**

That the Board of Library Commissioners:

1. Adopt the revised Los Angeles Public Library (LAPL) Fines and Fees Schedule, included as Attachment A of this report, which includes the following changes:
  - a. Removal of late fines for library materials;
  - b. Removal of the \$10.00 non-refundable service fee for lost items;
  - c. Change in fees for lost or damaged items to be the manufacturer's suggested retail price (MSRP);
  - d. Increase of the renewal period from two (2) times to three (3) times to allow patrons to check out items for a longer period of time, except when an item is requested by another patron; and
  - e. Incorporation of other library materials and formats that were not previously included in the LAPL Fines and Fees Schedule.
2. Approve the revision to the Board of Library Commissioners Policies, Section 1:330 Library Cards and Circulation of Materials and Section: 1:331 Guidelines for Fees, included as Attachment B of this report;
3. Approve the renaming of the LAPL Fines and Fees Schedule to the LAPL Fees Schedule;
4. Adopt the Resolution regarding the revised LAPL Fees Schedule, included as Attachment C of this report;
5. Authorize the City Librarian to amend the revised LAPL Fees Schedule as needed for technical corrections; and

6. Authorize the City Librarian to determine a reasonable implementation date for the revised LAPL Fees Schedule once the LAPL Fees Schedule is adopted.

## **B. FINDINGS**

1. Studies by the American Library Association (ALA) and various library systems have shown that fines for overdue library materials are not a deterrent to prevent materials from being returned late. In fact, the studies indicate that fines act as a barrier to service which disproportionately impacts children and community members with the least financial resources. The ALA cites "prohibitive fines, fees, or other penalties or the perception that services incur fees" as a key element preventing access among low-income individuals.
2. The LAPL desires that everyone in the City of Los Angeles has free and easy access to information, ideas, books, and technology. However, fines prevent some of the most vulnerable members of the community from using LAPL resources.
3. LAPL revenues from fines and fees has decreased over the last six years largely due to the decrease in circulation of physical materials and the rise in circulation of electronic materials. In addition, the revenue from fines and fees accounts for less than one (1) percent of the Library's total operating budget. During fiscal year (FY) 2018-19, the total amount of revenue collected from fines and fees was \$1.6 million out of a total budget of \$180.7 million.
4. The Adopted Budget for 2019-20 included \$500,000 in revenue for fines and fees. For the LAPL Proposed Budget for FY 2020-21, the revenue for fines and fees is \$0.
5. Studies conducted by the Colorado State Library, San Francisco Public Library, and Stark County (OH) Library all conclude that staff time involved in the numerous interactions associated with fine collection such as negotiating fines and payment plans, assisting patrons with their payments and tracking and reconciling payments is higher than the fees being collected.
6. For some library systems, the elimination of fines increased the usage of library materials, which resulted in a higher return on investment in the collection. Research shows that eliminating overdue fines increases access to library collections. If the recommendation to eliminate fines is approved, the Los Angeles Public Library would be the largest library system in the nation to be fine-free.

7. More than one hundred public libraries across the United States have eliminated overdue fines because they act as a significant and inequitable barrier to service. Some of the libraries that are now fine-free include:
  - a. California Libraries: Alameda County Library, Alpine County Public Library, Altadena Public Library, Berkeley Public Library, Contra Costa County Library, Marin County Free Library, Oakland Public Library, San Diego Public Library, San Francisco Public Library, San Luis Obispo County Library, San Mateo County Public Libraries, Santa Barbara Public Library, Sonoma County Library and Tulare County Library
  - b. Other libraries: Albuquerque and Bernalillo (NM) County Library System, Chicago (IL) Public Library, Columbus (OH) Metropolitan Library, DC (DC) Public Library, Delaware County (OH) Library District, Denver (CO) Public Library, Forth-Worth (TX) Public Library, Kansas City (KS) Library, Kent (MI) District Library, Miami-Dade (FL) Public Library System, Nashville (TN) Public Library, Phoenix (AZ) Public Library, Richland (SC) Library, Saint Paul (MN) Public Library, Salt Lake City (UT) Public Library, Sno-Isle (WA) Libraries
8. Libraries that have eliminated fines have reported increases in material circulation and card registrations, staff morale, and customer satisfaction. In addition, staff have more time to focus on an increased customer service experiences, library operations, and one-on-one interactions with patrons.
9. The public supports removal of fines. For example, the Los Angeles Public Library's amnesty campaign in February of 2016 was extremely successful. A total of 64,633 overdue items were returned, including 4,115 items in lost status. A total of 7,927 new library cards were issued and 13,701 accounts were no longer delinquent or blocked.
10. While the primary goal of the recommendations in this report is the elimination of fines, LAPL is also taking the opportunity to update other fees and to consolidate all LAPL fees into one document called the Los Angeles Public Library Fees Schedule.
11. The LAPL considers most library materials "lost" on the 46<sup>th</sup> day after the item was due to be returned. When an item is lost, access to the borrower's library account is suspended until the item is returned, replaced or paid for. Under the proposed Fees Schedule, the cost of the lost item will be based on the MSRP which is more equitable for patrons compared to the flat rates currently in place. The MSRP will never be more than the value of the item. Library managers already approve replacement items provided by borrowers and will continue to do so under the new Fees

Schedule. Replacements for lost items must be new. The LAPL Collections Division will maintain access to the MSRP data which is provided by the publishers. MSRP values will not be added retroactively to existing item records. The replacement cost for existing items will remain the default cost prior to the adoption of the new Fees Schedule.

12. Currently, borrowers may appeal fees by meeting with LAPL managers who are authorized to waive part or all of any outstanding fees. This appeals process will continue under the proposed Fees Schedule.
13. The City Librarian will work with LAPL staff to determine a reasonable implementation date for the revised LAPL Fees Schedule once the revised LAPL Fees Schedule is adopted. The date will be decided based on the time needed to provide appropriate notification to the public and to update LAPL systems.

Attachment A – Revised Los Angeles Public Library (LAPL) Fines and Fees Schedule

Attachment B – Revised Board of Library Commissioners Policies

Attachment C – Resolution

Prepared by: Edwin Rodarte, Senior Librarian

Reviewed by: Raquel Borden, Commission Executive Assistant  
Ani Boyadjian, Principal Librarian, Research & Special Collections  
Emily Fate, Assistant Director of Branch Library Services  
Steven Fritz, Library Assistant II, CARL Support  
Vi Ha, Librarian III, Science, Technology and Patents  
Chad Helton, Director of Branch Library Services  
Janet Lavilles, Management Analyst, Facilities  
Kren Malone, Director of Central Library Services  
Mary McCoy, Senior Librarian, Art, Music & Recreation  
Peggy Murphy, Principal Librarian, Emerging Technologies and Collections  
Heawon Paick, Senior Librarian, Access Services  
Madeleine M. Rackley, Business Manager  
Christina Rice, Senior Librarian, Photo Collection  
Catherine Royalty, Senior Librarian, Collection Services  
Selena Terrazas, Principal Librarian, Client Services  
Trina Unzicker, Assistant Business Manager

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**JOHN F. SZABO**  
CITY LIBRARIAN

December 12, 2019

**LIBRARY RESOLUTION NO. 2019-XX (C-XX)**

WHEREAS, the Los Angeles Public Library (LAPL) currently charges overdue fines for materials not returned or picked up on time; and

WHEREAS, LAPL has reviewed studies by the American Library Association and other library systems regarding the practice of imposing fines on library patrons; and

WHEREAS, overdue fines have been found to present an economic barrier to accessing library materials and services, and the time spent to collect overdue fines absorbs valuable staff time; and

WHEREAS, there is evidence that eliminating overdue fines increases library usage and library card registration; and

WHEREAS, LAPL recommends updating the LAPL Fines and Fees Schedule to include the removal of overdue fines and the inclusion and consolidation of all LAPL fees into the LAPL Fees Schedule; and

WHEREAS, LAPL recommends increasing the renewal period from two (2) times to three (3) times; and

WHEREAS, LAPL recommends updating the Board of Library Commissioners Policies: Section 1:330 Library Cards and Circulation of Materials and Section 1:331 Guidelines for Fees to reflect the fines and fees changes discussed in this document:

THEREFORE, RESOLVED, that the Board of Library Commissioners adopt the revised Los Angeles Public Library Fees Schedule; and,

FURTHER RESOLVED, that the Board of Library Commissioners adopt the revised Board of Library Commissioners Policy for Section 1:330 Library Cards and Circulation of Materials and Section 1:331 Guidelines for Fees; and,

FURTHER RESOLVED, that the Board of Library Commissioners authorize the City Librarian, or designee, to make technical corrections to revised fee schedule as necessary; and

FURTHER RESOLVED, that the Board of Library Commissioners approve the renaming of the LAPL Fines and Fees Schedule to the LAPL Fees Schedule; and

FURTHER RESOLVED, that the Board of Library Commissioners authorize the City Librarian to determine a reasonable implementation date for the revised LAPL Fees Schedule.

This is a true copy:

---

Raquel M. Borden  
Board Executive Assistant

Adopted by the following votes:

AYES:

NOES:

ABSENT:

## ATTACHMENT A

### REVISED LOS ANGELES PUBLIC LIBRARY FINES AND FEES SCHEDULE

Items in red are the proposed updates to the current LAPL Fees Schedule. Items that are crossed out are the proposed deletions to the current LAPL Fees Schedule. MSRP refers to the manufacturer's suggestion retail price, which is the recorded cost of the materials. MSRP values will not be added retroactively to existing item records. The replacement cost for existing items will remain the default cost prior to the adoption of the new Fees Schedule.

#### PROPOSED LAPL FEES SCHEDULE

LOAN PERIOD		
Materials	Loan Period	Renewal Period
Materials	3 weeks	3 times
DVDs / Videocassettes / Music CDs	1 week	3 times

LOST OR DAMAGED ITEMS		
Materials	Fees	
Audio CD	MSRP	
Book (Hardback)	MSRP	
Book (Softback)	MSRP	
Audiobook on Tape or CD	MSRP	
CD ROM Disc	MSRP	
Comic Book	\$5.00	
DVD	MSRP	
Electric Usage Monitor	\$35.00	
Juvenile Audio-enabled Books	MSRP	
LA Plays! Kits	\$35.00	
Magazine	\$5.00	

Magazine (Bound)	Replacement cost of all issues plus \$20.00 for binding	
Map	\$10.00 per map	
Microfiche/Microcard	Replacement cost	
Microfilm, 16mm, 35mm	Replacement cost	
Playaway	\$35.00	
Ukulele Kits	\$100.00	

SERVICES		
Services and Materials	Fees	
Computer Flash Drive (4 GB)	\$12.00	
Computer Flash Drive (8 GB)	\$18.00	
Computer Headphone	\$5.00	
Photocopy (Color)	\$1.00 per page (8.5" x 11") \$2.00 per page (11" x 17")	
Photocopy (Black & White)	\$0.25 per page (8.5" x 11") \$0.50 per page (11" x 17")	
Foreign Mailing	Use United States Post Office amounts for charges and include all applicable charges	

DIGITAL MEDIA LAB		
Services and Materials	Fees	
Poster Printing (Matte)	18" x 24"	\$18.00
	24" x 36"	\$36.00
	36" x 48"	\$72.00
	Per square foot	\$6
Poster Printing (Glossy)	18" x 24"	\$21.00
	24" x 36"	\$42.00
	36" x 48"	\$84.00
	Per square foot	\$8

3-D Printing	3-D printing jobs that exceed three (3) hours are charged a flat \$3.00 fee and then fifty (50) cents for each additional half hour. The maximum size print job will be ten (10) hours. The total cost will be determined once the user's order is complete.	
Digital Media Lab Equipment (Lost/Damaged)	MSRP	

MOBILE DEVICES AND TECH2GO		
Materials	Overdue Fees	
Tech2Go	\$1.00 per day	
TechKiosk	\$5.00 per hour	A late fee will be charged a minimum of \$5 per hour (or any increment less than one hour) until returned up to a maximum of \$1,400.00. There is no grace period for late returns.
Laptop (Lost/Damaged)	\$1,400	If a laptop is not returned by closing time, the laptop will be considered stolen and will be reported as such to law enforcement authorities. A fine of \$1,400.00 for the laptop will be assessed to a borrower's library account if the laptop is lost, stolen or unreturned.
Take Home Mobile Devices:		
Camcorder	Up to \$160.00	
Hotspot	\$100.00	
iPad	Up to \$500.00	
iPad Mini	Up to \$500.00	
Laptop	Up to \$1,400.00	
Power Cord	\$20.00	
Protective Case	\$30.00	
Stylus	\$25.00	
Tablet	Up to \$400.00	
Tripod	\$20.00	
Wall Adapter	\$20.00	

ORCHESTRAL SCORES		
Orchestral Scores	Fees	Notes
Deposit	\$50.00	Deposit may be refunded. A deposit entitles the borrower to three scores or one complete opera.
Cancellation Fee	\$10.00	
Orchestration Handling Charges	\$20 per orchestration	Includes conductor's score and performing parts
Orchestral Scores	\$30.00 per part	Assessed when lost or damaged.
Operas, Operettas, Oratorios, Cantatas, Masses and Other Choral Works	\$50.00 per part	Assessed when lost or damaged.
Suites, Ballets, Symphonies, Concertos, and Other Orchestral Works	\$50.00 per part	Assessed when lost or damaged.
Conductor Score	Price of score	Assessed when lost or damaged.
Entire Work	Price of work	Assessed when lost or damaged.
Overdue Fee	\$1.00 per day	
OTHER FEES		
Services	Fees	Notes
Bad Check Collection	\$30.00 for each such non-negotiable or dishonored check	
Extramural Interlibrary Loan		
Books	Charges assessed by the loaning agency including any late fees and lost item fees assessed by the loaning agency.	
Periodicals	\$5.00 plus charges for printing including PDF formation for an email delivery.	

Non-resident Library Card	\$50.00 per year (Non-residents are residents who live outside of California)	
Printouts from Library Sources	\$0.25 (Black & White) \$0.50 (Color)	
Printouts from Microform Reader/Printer	\$0.25	
Recovery Processing Fee	\$15.00 per Borrower Account	Currently processed by Unique Management Collections

### **USE OF THE LIBRARY'S FACILITIES, GROUNDS AND MEETING ROOMS**

The following fee schedule shall apply to private individuals and other organizations who wish to use the library's facilities and grounds. The basic fee must be paid prior to use.

#### **A. Fee Schedule**

1. Facility Use Fee is based on a minimum four-hour period. Use in excess of a four-hour period will be negotiated with the applicant. Upon application, hours for use will be determined.
  - a. Branch Library Meeting Room      \$ 250.00
  - b. Branch Parking Lot                      \$ 300.00
  - c. Branch Library                              \$ 1,500.00
  - d. Central Library Meeting Rooms and Event Locations
    - (1) Atrium Landings                      \$2,500.00
    - (2) Mark Taper Auditorium              \$2,500.00
    - (3) Mark Taper Auditorium Lobby      \$ 200.00
    - (4) Children's Courtyard                \$ 750.00
    - (5) Flora L. Thornton Courtyard      \$1,000.00
    - (6) Board Room                            \$ 750.00
    - (7) Meeting Room L420                  \$ 200.00
    - (8) KLOS Story Theater                  \$ 300.00
    - (9) Meeting Room A                      \$ 300.00
    - (10) Meeting Room B                     \$ 300.00
    - (11) Conference Center G320          \$ 400.00
    - (12) Lodrick M. Cook Rotunda         \$2,500.00

(13) Robert F. Maguire II Gardens

0 -100 people	\$ 750.00
101-200 people	\$1,000.00
201-300 people	\$2,000.00
301-500 people	\$3,000.00

- e. Depending on the scope of the event, a refundable damage deposit of \$5,000.00 to \$100,000.00 may be required for use of any of the venues.

2. Use of library facilities without fee may be provided to individuals, corporations, or organizations who have made donations to the Library Foundation of Los Angeles according to the following schedule:

- a. Platinum Affiliates (\$10,000 and above)  
An opportunity to hold one special event per year during the year of the gift in the Central Library.
- b. Guardian (\$25,000 and above)  
An opportunity to hold two events during the year of the gift.
- c. Distinguished Guardian (\$50,000 and above)  
An opportunity to hold three events during the year of the gift.
- d. Benefactor (\$100,000 and above)  
An opportunity to hold four events during the year of the gift.

**Note:** For Platinum Affiliates and above, facility use fees will be waived. However, reservations are subject to availability and may require a maintenance, staff services, and/or insurance fee.

3. Personnel Rates

Personnel requirements will be determined on application for room use. There is a four hour minimum for all personnel except for Event Attendant Services.

- |    |                                 |                                                               |
|----|---------------------------------|---------------------------------------------------------------|
| a. | Event Attendant Services        | \$ 35.00 per hour                                             |
| b. | Security Personnel              | \$ 54.00 per hour (rate determined by General Services Dept.) |
| c. | Librarian                       | \$ 50.00 per hour                                             |
| d. | Special Events Coordinator      | \$ 65.00 per hour                                             |
| e. | Audio Visual Technical Services | \$ 70.00 per hour                                             |
| f. | Custodial Services              | \$ 35.00 per hour                                             |
| g. | Building Engineer               | \$ 65.00 per hour                                             |

4. Equipment Rental Rates  
Price list is available with facility rental information packet.

### **FILMING, TAPING, AND COMMERCIAL PHOTOGRAPHY ON LIBRARY PROPERTY**

The Los Angeles Public Library allows its sites to be used for motion picture and television productions as long as the filming or taping does not interfere with the ability of the public to use the library. All use must conform to the other conditions of facility use and the necessary permits from the Los Angeles Film Office must be obtained.

In 2006, the Mayor and City Council approved an ordinance prohibiting the charge of filming fees for motion picture, television and still photography productions. However, fees for the use of library personnel during filming or photography will continue to be charged. Personnel rates are listed on the previous page. Additionally, depending on the scope of the project, a security deposit ranging from \$5,000 to \$100,000 may be charged.

### **PHOTOGRAPHIC/GRAPHIC REPRODUCTION FEES**

#### **A. NON-PHOTOGRAPHIC REPRODUCTION FEES**

For items in our Special Collections, we allow patrons to take images with their smartphones (without flash) during Rare Books Room appointments.

For those items that require staff handling, we charge a \$25 flat fee for scans up to 10 images/pages of Special Collections bound or unbound volumes at 300dpi, and \$1 per page thereafter.

For flat objects including, but not limited to, maps and menus, the fee is \$25 per scan at 300dpi 8X10 TIFF.

An additional special handling fee of \$25 will be assessed for oversized or fragile items at the discretion of staff.

In all cases, determination and approval to scan rests with Digitization & Special Collections Department staff.

#### **B. DELIVERY TIMES**

Order turnaround time is one week, or five business days from receipt of the signed Release Form (issued after the completed order form is submitted) and payment. **For expedited service, with a turnaround time of two business days, there will be an additional surcharge of \$25 per image**, pending the availability of staff to accommodate the request.

### **C. PHOTOGRAPHIC REPRODUCTION FEES**

8" x 10" digital print (photographic quality print with 90-year life expectancy)	\$30.00
11" x 14" digital print (photographic quality print with 90-year life expectancy)	\$45.00
Oversized (larger than 11" x 14") digital prints	\$30.00 set up fee plus \$0.10 per square inch of printing
Digital image (8" x 10", 300 dpi) TIFF	\$25.00 ea.
Digital image (8" x 10", 600 dpi) TIFF	\$35.00 ea.
Digital image (8" x 10", Over 600 dpi up to 1200 dpi) TIFF	\$55.00 ea.
Digital image (8" x 10", Over 1200 dpi) TIFF	\$80.00 ea.

### **D. PERSONAL USE FEES**

Individuals using the photographs for home decor, research, or other personal uses, need only pay the photographic reproduction fee.

### **E. NON-PERSONAL Use Fees:**

Individuals and businesses using the photographs for non-personal purposes, must pay the use fees.

In addition to the cost of reproduction, the Library charges the following fees for each image used in:

Advertising and product design ( <i>For up to 3 years</i> )	\$250.00
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Books – Interior (one-time/one edition use, interior, single-language, print & electronic editions, includes self-published, text book, and university presses)

Print run up to 1,000	\$75.00
Print run 1,001 – 5,000	\$125.00
Print run over 5,000	\$150.00

Books – Cover (one-time/one edition use, cover, single-language, print & electronic editions, includes self-published, text book, and university presses)

Print run up to 1,000	\$150.00
Print run 1,001 – 5,000	\$200.00
Print run over 5,000	\$250.00

Books – (worldwide, all media, all editions, all print runs, all languages, in perpetuity, includes self-published, text book, and university presses. Cover or interior)	\$300.00
Unpublished dissertations/theses (uploaded to online platform)	\$50.00 flat rate per 15 images, per platform
Commercial Magazines/Journals (includes print and electronic)	\$75.00
Non-profit Journals (includes print & electronic)	\$50.00
Brochures and Flyers	
Non-profit	\$25.00
Commercial	\$50.00
Commercial décor, per image, basic fee for one time use (includes, but not limited to, retail, restaurants, office/condo/apartment/hotel lobbies & leasing offices, hotel rooms, and images ordered by interior decorators and design firms).	\$200.00
Commercial decor usage fee for multiple copies per image (includes, but not limited to, retail, restaurants, office/condo/apartment/hotel lobbies & leasing offices, hotel rooms, and images ordered by interior decorators and design firms).	\$400.00
Exhibitions	
Non-profit	\$50 flat rate up to 15 images
Commercial	\$100.00 flat rate up to 15 images
Documentaries and Television Programs (including set design)	
Free Online Streaming	\$ 50.00
Film Festival Submission	\$ 75.00
Public Television broadcast with all media excluding theatrical	\$ 150.00
Commercial Online Streaming	\$ 250.00

Commercial TV broadcast and/or online streaming with all media excluding theatrical	\$300.00
All media including theatrical	\$400.00
Talk Shows and Extended Newscasts with all media	\$ 50.00
Feature Films (non-documentary) with all media	\$500.00
Commercial websites and apps,	\$ 75.00
Industrial in-house, or non-profit presentations	\$ 50.00

**F. Mail Delivery Fee**

Handling and First Class postage per order for up to 5 photos	\$10.00
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**MEDIA USE OF COLLECTION**

No usage charges for nightly television newscast segments or editorial newspaper use.

**Usage Agreements and Credit Statements**

For personal and commercial uses of the Library's images, once the completed order form is received, the Library will send to the user a Photographic Stills Release Form which states permissions to images and copyright restrictions. This agreement must be returned to the library before the order will be processed. It will also state proper credit to be used for the product whenever photographs are used in commercial or non-profit situations

**EXCEPTIONS**

Any exceptions or requests not covered by the above statements on photographic reproduction must be authorized by the manager, or designee, of the Photo Collection.

## CURRENT LAPL FEES TO BE DELETED OR REVISED

### LOAN PERIOD

Materials = 3 weeks  
 DVDs = 1 week  
 Music CDs 1 week

RENEWAL PERIOD \_\_\_\_\_ 2 3 times

### FINES

ADULT MATERIAL ~~\$ .35¢ a day~~  
 CHILDREN'S MATERIAL ~~\$ .20¢ a day~~  
 ORCHESTRAL SCORES ~~\$5.00 a day~~  
 VIDEOCASSETTES/DVDs ~~\$1.00 a day~~

### LOST OR DAMAGED ITEMS

~~In addition to all payments for lost items, a \$10.00 non-refundable service fee must be paid for each item lost.~~

<u>Item Lost or Damaged</u>	<u>Fees for Lost Item</u>	<u>Fees for Damaged Item</u>
Audio CD	\$25.00 MSRP	
Audio Cassette (Music) _____	\$15.00	
Audio Cassette/CD Case	\$ 5.00	
Book (Hardback)	MSRP \$35.00 Adult/YA \$15.00 Juvenile	\$5.00 reback or rebind. If it cannot be rebound, see prices under lost book.
Book (Paperback)	\$10.00 MSRP	
Book Cover (Plastic) _____	\$ 4.00	
Audiobook on Tape or CD	MSRP \$60.00 for whole set \$25.00 for one missing tape or CD	
CD Jewel Box _____	\$ 5.00	
CD ROM Disc _____	\$25.00 MSRP	

Comic Book	\$ 5.00
DVD	<del>\$30.00</del> MSRP
<del>DVD Case</del>	<del>\$ 5.00</del>
Electronic Usage Monitor	\$35.00
<del>Hang-up Plastic Bag</del>	<del>\$ 3.00</del>
Juvenile Audio-enabled Books	MSRP
LA Plays! Kits	\$35.00
Magazine	\$ 5.00
Magazine, Bound	Replacement cost of all issues plus \$20.00 for binding
<del>Magazine Cover (Plastic)</del>	<del>\$ 4.00</del>
Map	\$10.00 per map
Microfiche/Microcard	<del>\$ 5.00 per fiche or card</del> Replacement Cost
Microfilm, 16mm, 35mm	Replacement Cost
<del>Orchestral Cancellation Charge</del>	<del>\$10.00</del> (moved to Orchestral Scores section)
<del>Orchestration handling charges</del>	<del>\$20.00 per orchestration</del> (includes conductor's score and performing parts) (moved to Orchestral Scores section)
<del>Page</del>	<del>\$ .25¢</del>
<del>Pamphlet</del>	<del>\$ 2.00</del>
<del>Pamphlet Envelope</del>	<del>\$2.00</del>
<del>Picture, Unmounted</del>	<del>\$3.00</del>
Playaway	\$35.00

Radio Frequency Identification Tag	<del>\$ 2.00</del>
Slide Set	<del>\$20.00</del>
Item Software Disc (part of a book)	<del>\$25.00</del>
Ukulele Kits	\$100.00
Videocassette	<del>\$30.00</del>
Videocassette/DVD Case	<del>\$ 5.00</del>
Videocassette from a Set	Replacement cost of entire set or \$50.00 per cassette

~~IN ADDITION TO ALL PAYMENTS FOR LOST ITEMS, A \$10.00 NON-REFUNDABLE SERVICE FEE FOR EACH ITEM LOST MUST BE PAID.~~

## FEES

Book Reserves Not Picked Up	<del>\$ 1.00 for each item.</del>
Bad Check Collection	\$30.00 for each such non-negotiable or dishonored check.
Extramural Interlibrary Loan	<del>\$10.00 flat fee plus all applicable charges assessed by the loaning Library.</del>
Books	Charges assessed by the loaning agency including any late fees and lost item fees assessed by the loaning agency.
Periodicals	\$5.00 plus charges for printing including PDF formation for an email delivery.
Non-Resident Library Card	\$50.00/year (Non-residents are residents who live outside of California)
Lost Library Card	<del>\$ 3.00</del>
Printouts from Library sources	\$ .25¢ Black & White \$ .50¢ Color

Printouts from Microform Reader/Printer	\$ .25¢
Unique Management Collections-Recovery Processing Fee	\$15.00 per borrower account.

~~Online Payment Processing Fee~~ ————— ~~\$ 1.50~~

### **SERVICES**

Computer Flashdrive – 4 GB	\$12.00
Computer Flashdrive – 8 GB	\$18.00
Computer Head Phone	\$ 5.00
<del>Orchestra Cancellation Charge</del> —————	<del>\$10.00</del> (moved to Orchestral Scores section)
<del>Orchestration handling charges</del> —————	<del>\$20.00 per orchestration</del> (includes conductor's score and performing parts) (moved to Orchestral Scores section)
Photocopy – color	\$ 1.00 per page 8 ½ x 11" \$ 2.00 per page 11" x 17"
Photocopy (black & white)	\$ .25¢ per page 8 ½" x 11" \$ .50¢ per page 11" x 17"
Foreign Mailing	Use United States Post Office amounts for charges and include all applicable charges

~~Photocopy Order by FAX~~ —————  
~~Area Codes 213, 310, 323, 562, 616, 626, 714, 805, 818 and 909~~ ————— ~~\$ .50¢ per page, plus \$5.00 per item handling charge~~  
~~All other area codes within U.S.A.~~ ————— ~~\$ .50¢ per page, plus \$10.00 per item handling charge~~

### **DIGITAL MEDIA LAB**

Poster Printing – Matte	
18" x 24"	\$18.00
24" x 36"	\$36.00

36" x 48"	\$72.00
Per square foot	\$6

#### Poster Printing – Glossy

18" x 24"	\$21.00
24" x 36"	\$42.00
36" x 48"	\$84.00
Per square foot	\$8

#### 3-D Printing

3-D printing jobs that exceed three (3) hours are charged a flat \$3 fee and then fifty (50) cents for each additional half hour. Our maximum size print job will be ten (10) hours. The total cost will be determined once the user's order is complete.

Digital Media Lab Equipment (Lost/Damaged)	MSRP
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#### MOBILE DEVICES & TECH2GO

Tech2go Overdue Fees	\$1.00 a day
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TechKiosk Overdue Fees	\$5.00 per hour	A late fee will be charged a minimum of \$5 per hour (or any increment less than one hour) until returned up to a maximum of \$1,400.00. There is no grace period for late returns.
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Laptop (lost/damaged)	\$1,400.00	If a laptop is not returned by closing time, the laptop will be considered stolen and will be reported as such to law enforcement authorities. A fine of \$1,400.00 for the laptop will be assessed to a borrower's library account if the laptop is lost, stolen or unreturned.
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Take Home Mobile Devices:

Camcorder	Up to \$160.00
Hotspot	\$100.00
iPad	Up to \$500.00
iPad Mini	Up to \$500.00
Laptop	Up to \$1,400.00
Power Cord	\$20.00
Protective case	\$30.00
Stylus	\$25.00
Tablet	Up to \$400.00
Tripod	\$20.00
Wall adapter	\$20.00

**ORCHESTRAL SCORES**

Overdue Fees	<del>\$5.00 a day</del> \$1.00 per day
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Orchestral Scores:

Conductor's Score	<del>\$150.00</del> Price of Score
Opera or Operetta	\$50.00/part.
Oratorios, cantatas, masses and other choral works	\$50.00/part.
Suites, ballets, symphonies concertos, and other orchestral works	\$30.00/part
Orchestral Cancellation Charge	\$10.00
Orchestration Handling Charges	\$20.00 per orchestration (Includes conductor's score and performing parts)

## **USE OF THE LIBRARY'S FACILITIES, GROUNDS AND MEETING ROOMS**

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a. Branch Library Meeting Room                      \$ 250.00

b. Branch Parking Lot                                      \$ 300.00

c. Branch Library                                              \$ 1,500.00

d. Central Library Meeting Rooms and Event Locations

(1) Atrium Landings                                      \$2,500.00

(2) Mark Taper Auditorium                              \$2,500.00

(3) Mark Taper Auditorium Lobby                      \$ 200.00

(4) Children's Courtyard                                \$ 750.00

(5) Flora L. Thornton Courtyard                      \$1,000.00

(6) Board Room                                              \$ 750.00

(7) Meeting Room L420                                   \$ 200.00

(8) KLOS Story Theater                                   \$ 300.00

(9) Meeting Room A                                        \$ 300.00

(10) Meeting Room B                                      \$ 300.00

(11) Conference Center G320                           \$ 400.00

(12) Lodrick M. Cook Rotunda                           \$2,500.00

(13) Robert F. Maguire II Gardens

0 -100 people                                              \$ 750.00

101-200 people                                            \$1,000.00

201-300 people                                           \$2,000.00

301-500 people                                           \$3,000.00

- f. Depending on the scope of the event, a refundable damage deposit of \$5,000.00 to \$100,000.00 may be required for use of any of the venues.

2. Use of library facilities without fee may be provided to individuals, corporations, or organizations who have made donations to the Library Foundation of Los Angeles according to the following schedule:

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An opportunity to hold one special event per year during the year of the gift in the Central Library.
- b. Guardian (\$25,000 and above)  
An opportunity to hold two events during the year of the gift.
- c. Distinguished Guardian (\$50,000 and above)  
An opportunity to hold three events during the year of the gift.
- d. Benefactor (\$100,000 and above)  
An opportunity to hold four events during the year of the gift.

**Note:** For Platinum Affiliates and above, facility use fees will be waived. However, reservations are subject to availability and may require a maintenance, staff services, and/or insurance fee.

### 3. Personnel Rates

Personnel requirements will be determined on application for room use. There is a four hour minimum for all personnel except for Event Attendant Services.

- |    |                                 |                                                               |
|----|---------------------------------|---------------------------------------------------------------|
| a. | Event Attendant Services        | \$ 35.00 per hour                                             |
| b. | Security Personnel              | \$ 54.00 per hour (rate determined by General Services Dept.) |
| c. | Librarian                       | \$ 50.00 per hour                                             |
| d. | Special Events Coordinator      | \$ 65.00 per hour                                             |
| e. | Audio Visual Technical Services | \$ 70.00 per hour                                             |
| f. | Custodial Services              | \$ 35.00 per hour                                             |
| g. | Building Engineer               | \$ 65.00 per hour                                             |

### 4. Equipment Rental Rates

Price list is available with facility rental information packet.

## **FILMING, TAPING, AND COMMERCIAL PHOTOGRAPHY ON LIBRARY PROPERTY**

The Los Angeles Public Library allows its sites to be used for motion picture and television productions as long as the filming or taping does not interfere with the ability of the public to use the library. All use must conform to the other conditions of facility use and the necessary permits from the Los Angeles Film Office must be obtained.

In 2006, the Mayor and City Council approved an ordinance prohibiting the charge of filming fees for motion picture, television and still photography productions. However, fees for the use of library personnel during filming or photography will continue to be charged. Personnel rates are listed on the previous page. Additionally, depending on

the scope of the project, a security deposit ranging from \$5,000 to \$100,000 may be charged.

## **PHOTOGRAPHIC/GRAPHIC REPRODUCTION FEES**

### **B. NON-PHOTOGRAPHIC REPRODUCTION FEES**

For items in our Special Collections, we allow patrons to take images with their smartphones (without flash) during Rare Books Room appointments.

For those items that require staff handling, we charge a \$25 flat fee for scans up to 10 images/pages of Special Collections bound or unbound volumes at 300dpi, and \$1 per page thereafter.

For flat objects including, but not limited to, maps and menus, the fee is \$25 per scan at 300dpi 8X10 TIFF.

An additional special handling fee of \$25 will be assessed for oversized or fragile items at the discretion of staff.

In all cases, determination and approval to scan rests with Digitization & Special Collections Department staff.

### **B. DELIVERY TIMES**

Order turnaround time is one week, or five business days from receipt of the signed Release Form (issued after the completed order form is submitted) and payment. **For expedited service, with a turnaround time of two business days, there will be an additional surcharge of \$25 per image**, pending the availability of staff to accommodate the request.

### **G. PHOTOGRAPHIC REPRODUCTION FEES**

8" x 10" digital print (photographic quality print with 90-year life expectancy)	\$30.00
11" x 14" digital print (photographic quality print with 90-year life expectancy)	\$45.00
Oversized (larger than 11" x 14") digital prints	\$30.00 set up fee plus \$0.10 per square inch of printing
Digital image (8" x 10", 300 dpi) TIFF	\$25.00 ea.

Digital image (8" x 10", 600 dpi) TIFF	\$35.00 ea.
Digital image (8" x 10", Over 600 dpi up to 1200 dpi) TIFF	\$55.00 ea.
Digital image (8" x 10", Over 1200 dpi) TIFF	\$80.00 ea.

## H. PERSONAL USE FEES

Individuals using the photographs for home decor, research, or other personal uses, need only pay the photographic reproduction fee.

## I. NON-PERSONAL Use Fees:

Individuals and businesses using the photographs for non-personal purposes, must pay the use fees.

In addition to the cost of reproduction, the Library charges the following fees for each image used in:

Advertising and product design ( <i>For up to 3 years</i> )	\$250.00
Books – Interior (one-time/one edition use, interior, single-language, print & electronic editions, includes self-published, text book, and university presses)	
Print run up to 1,000	\$75.00
Print run 1,001 – 5,000	\$125.00
Print run over 5,000	\$150.00
Books – Cover (one-time/one edition use, cover, single-language, print & electronic editions, includes self-published, text book, and university presses)	
Print run up to 1,000	\$150.00
Print run 1,001 – 5,000	\$200.00
Print run over 5,000	\$250.00
Books – (worldwide, all media, all editions, all print runs, all languages, in perpetuity, includes self-published, text book, and university presses. Cover or interior)	\$300.00
Unpublished dissertations/theses (uploaded to online platform)	\$50.00 flat rate per 15 images, per platform
Commercial Magazines/Journals (includes print and electronic)	\$75.00
Non-profit Journals (includes print & electronic)	\$50.00

Brochures and Flyers	
Non-profit	\$25.00
Commercial	\$50.00
Commercial décor, per image, basic fee for one time use (includes, but not limited to, retail, restaurants, office/ condo/apartment/hotel lobbies & leasing offices, hotel rooms, and images ordered by interior decorators and design firms).	\$200.00
Commercial decor usage fee for multiple copies per image (includes, but not limited to, retail, restaurants, office/condo/apartment/hotel lobbies & leasing offices, hotel rooms, and images ordered by interior decorators and design firms).	\$400.00
Exhibitions	
Non-profit	\$50 flat rate up to 15 images
Commercial	\$100.00 flat rate up to 15 images
Documentaries and Television Programs (including set design)	
Free Online Streaming	\$ 50.00
Film Festival Submission	\$ 75.00
Public Television broadcast with all media excluding theatrical	\$ 150.00
Commercial Online Streaming	\$ 250.00
Commercial TV broadcast and/or online streaming with all media excluding theatrical	\$300.00
All media including theatrical	\$400.00
Talk Shows and Extended Newscasts with all media	\$ 50.00
Feature Films (non-documentary) with all media	\$500.00
Commercial websites and apps,	\$ 75.00
Industrial in-house, or non-profit presentations	\$50.00

**J. Mail Delivery Fee**

Handling and First Class postage per order  
for up to 5 photos

\$10.00

**MEDIA USE OF COLLECTION**

No usage charges for nightly television newscast segments or editorial newspaper use.

**Usage Agreements and Credit Statements**

For personal and commercial uses of the Library's images, once the completed order form is received, the Library will send to the user a Photographic Stills Release Form which states permissions to images and copyright restrictions. This agreement must be returned to the library before the order will be processed. It will also state proper credit to be used for the product whenever photographs are used in commercial or non-profit situations

**EXCEPTIONS**

Any exceptions or requests not covered by the above statements on photographic reproduction must be authorized by the manager, or designee, of the Photo Collection.

## ATTACHMENT B

### REVISED BOARD OF LIBRARY COMMISSIONERS POLICIES

#### LIBRARY SERVICES AND CIRCULATION OF MATERIALS

##### **1:330 Library Cards and Circulation of Materials**

1. Library Card Registration: The Los Angeles Public Library issues free library cards to all borrowers who meet identification requirements. For borrowers under the age of 18, the signature of a parent or guardian is required on the library card application form.
2. Confidentiality of Library Records: An electronic file of all Los Angeles Public Library registered cardholders is maintained by the Library Department. The information in this file is confidential and subject to Government Code of the State of California, Section 6254(j) and 6267, regarding the confidentiality of library registration and circulation records.
3. Circulation of Materials: Most of the Los Angeles Public Library collection can be borrowed by the public with a valid library card. Many resources of the Los Angeles Public Library system are also made available to the public through the Library's electronic reservation system and interlibrary loan. Some materials are designated "REFERENCE" and are not ordinarily intended for home use.

The standard loan period for most print materials is 21 days, with the privilege of renewal, except under certain conditions. There are various loan periods for audiovisual materials. Other loan periods are possible and may depend on the type of material (and borrower).

~~Fees for lost or overdue library materials, or other fee-based services, are established annually by the Board of Library Commissioners. Uncollectible fines and lost library materials charges will be canceled after a period of three (3) years.~~

~~(Revised 5/19/05)~~

*(Revised 12/12/2019)*

##### **1:331 Guidelines for Fees**

*The Fees Schedule is approved by the Board of Library Commissioners. Uncollectible fines and lost library materials charges will be canceled after a period of three (3) years.*

1. Use of Library Materials: As a free public library, no charges are made for the use of library resources (print, electronic, and other media) to those persons who qualify for free borrowers' cards.
2. Loss or damage: To reimburse the Library for lost or damaged materials, the patron will be charged the **manufacturer's suggested retail price (MSRP)**. **MSRP values will not be added retroactively to existing item records. The replacement cost for existing items will remain the default cost prior to the adoption of the new Fees Schedule.** ~~recorded cost of the materials, plus a processing fee. In the instance of damage, the patron will be charged a fee equal to the materials and handling cost required to restore the material to acceptable condition.~~ An insurance fee may be charged to protect the patron against excessive damage costs. The borrower may replace the lost item in lieu of a cash payment; ~~however, the processing fee must be paid.~~
3. Sale of Publications: When a charge is made, the sale price of library publications will be sufficient to recover printing and binding costs.
4. Fee for Reproduction: Reproduction fees may be set to recover the cost of materials, labor and equipment.
5. Mailing Charge: Charges will be made to recover mailing costs.
6. Fees for Overdue Materials: ~~The total overdue fines on a given item shall not exceed the recorded cost of the item.~~ **Fines will not be charged for overdue materials.**
7. Uncollectible Fines: A recovery processing fee may be charged for uncollectible fines and materials. Uncollectible fines and lost library materials charges will be cancelled after a period of three (3) years.
8. Bad Check Collection Fees: The fee schedule as approved ~~annually~~ by the Board of Library Commissioners shall be applied to any check that proves to be non-negotiable or is not ILL Charges. A handling fee and any charges required by the lending library shall be honored.
9. Computer Print-Outs: Fees may be charged for printing electronic based information.
10. Extramural Fees: **Extramural fees** Aare paid by the borrower of the material.
11. CDs, DVDs, Floppy Disks, **Flash Drives** and other Computer Peripherals: Fees may be charged to recover the costs of providing electronic data storage devices to library users.

(Revised 12/12/2019)