

Berne Public Library Service Fees Policy

- 1) One year Non-Resident Cards can be purchased. The cost of Non-Resident Cards is calculated yearly based on a formula provided by the Indiana State Library considering library expenditures and library district population.

Non-resident Card Fee

1-year card--\$80.00 (effective April 1, 2017)

3-month card--\$20.00

- 2) By Indiana law, Adams County township trustees may subsidize the cost of Non-Resident Cards for their residents. Each township sets its own amount of subsidy, which is set annually by the township board.

Residents of **Blue Creek, French, Hartford, Jefferson, Monroe, and Wabash** townships pay the patron portion of the 1-year non-resident card fee and sign a voucher stating that they reside in one of the named townships. The library invoices the township trustee for the township subsidy of the 1-year non-resident card fee. Check with the library for current patron rates.

Residents of **Kirkland, Preble, Root, St. Mary's, Union, and Washington** townships may also purchase cards, but need to get their vouchers or receipts for subsidies directly from their township trustees before purchasing a 1-year non-resident card to receive a reduced rate.

- 3) Miscellaneous Service Fees

- a. Copies/Prints/Scans--\$.15 b/w, \$.15 color (text only)
- b. Copies/Prints--\$.25 color (less than ½ page), \$.50 color (½ page or more)
- c. Copies/Prints/Scans – When adjustments, such as resizing and/or repositioning of a document are needed, an additional fee of \$3.00 will be added.
- d. Faxes--\$1.00 per page, sending or receiving within the continental United States; \$5.00 per page, sending or receiving internationally or outside the continental U.S.
- e. Laminating--\$1.50 for first linear foot; \$1.00 for each additional foot
- f. Staff typing or keyboarding for patron (onsite & offsite patron)--\$2.00 per page
- g. Page of labels--\$1.00
- h. Library Card replacement--\$.50

HERITAGE ROOM Fees (in addition to the above)

1. Genealogical research (offsite patron) - \$10.00 per hour, or by donation not including copies or postage. Upon completion of research, an invoice will be sent itemizing information found. Upon receiving payment, the packet will be mailed 1st class.

2. Microfilm reader Copies / Prints--\$.25
3. Blank CDs/DVDs for information retention--\$1.00
4. 1" plastic spiral binder--\$1.00
5. Photo Paper--\$1.00
6. Scanning Costs
 - Scan to e-mail address **\$0.15**
 - Scan to printer **\$0.30**
 - Scan to color printer **\$0.30** each (print only)
 - Scan to color printer **\$0.40** each (less than ½ page)
 - Scan to color printer **\$0.65** each (½ page or more)

Adopted August 19, 2014

Revised January 20, 2015

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