

**Attachment D  
PLS Table of Circulation Loan Periods**

The system-wide total item limit is 50. If a Loan Period is blank, the library either does not have or is phasing out. Most libraries have two-hour time-limits on Internet use.

<b>Adult New Books</b>			
<b>Library</b>	<b>Check out fee</b>	<b>Loan Period</b>	<b>Renew</b>
Burlingame		3W	2
Daly City		3W	5
Menlo Park		3W	2
Redwood City		3W	5 (Quick Picks - 1 renewal)
San Bruno		3W	5
San Mateo County		3W	2
San Mateo City		3W	2
So. San Francisco		3W	5
<b>Adult New Fiction</b>			
<b>Library</b>	<b>Check out fee</b>	<b>Loan Period</b>	<b>Renew</b>
Burlingame		3W	2
Daly City		3W	5
Menlo Park		3W	2
Redwood City		3W	5 (Quick Picks – 1 renewal)
San Bruno		3W	5
San Mateo County		3W	2
San Mateo City		3W	2
So. San Francisco		3W	5
Skyline		2W	1
<b>Adult Books</b>			
<b>Library</b>	<b>Loan Period</b>	<b>Renew</b>	<b>Reserve Items</b>
Burlingame	3W	2	
Daly City	3W	5	
Menlo Park	3W	2	
Redwood City	3W	5	
San Bruno	3W	5	
San Mateo County	3W	2	
San Mateo City	3W	2	
So. San Francisco	3W	5	
Skyline	3W	1	2 hr or 3 day or 2wk
CSM	2W	1	2 hr or 3 day
Cañada	2W	1	2 hr or 7day cluster
<b>Adult Magazines</b>			
<b>Library</b>	<b>Check out fee</b>	<b>Loan Period</b>	<b>Renew</b>
Burlingame		1W	2
Daly City		1W	5
Menlo Park		Do not Circ	
Redwood City		3W	5

San Bruno		1W	5
San Mateo County		1W	2
San Mateo City		1W	N
So. San Francisco		1W	5
Skyline		3D	
CSM		3D	1
Cañada		3D or 1W cluster 0 ren or 2W 1ren	
<b>Rental Books</b>			
<b>Library</b>	<b>Check out fee</b>	<b>Loan Period</b>	<b>Renew</b>
Burlingame	\$2/ea	1W	N
Daly City			
Menlo Park			
Redwood City			
San Bruno			
San Mateo County			
San Mateo City			
So. San Francisco			
<b>Audio cassettes</b>			
<b>Library</b>	<b>Check out fee</b>	<b>Loan Period</b>	<b>Renew</b>
Burlingame		3W	2
Daly City		3W	5
Menlo Park			
Redwood City			
San Bruno		3W	5
San Mateo County			
San Mateo City		3W	2
So. San Francisco			
<b>Bks on Tape/CD</b>			
<b>Library</b>	<b>Check out fee</b>	<b>Loan Period</b>	<b>Renew</b>
Burlingame		3W	2
Daly City		3W	5
Menlo Park		3W	2
Redwood City		3W	5
San Bruno		3W	5
San Mateo County		3W	2
San Mateo City		3W	2
So. San Francisco		3W	5
<b>DVD's</b>			
<b>Library</b>	<b>Check out fee</b>	<b>Loan Period</b>	<b>Renew</b>
Burlingame		1W	N
Daly City		3W	5
Media Center (also CD-Rom's)		1W	N
Menlo Park		1W	2
Redwood City		1W/3W	5
San Bruno		1W/3W	5

San Mateo County		1W	2
San Mateo City		1W	2
So. San Francisco		1W/3W	5
<b>Music CD's</b>			
<b>Library</b>	<b>Check out fee</b>	<b>Loan Period</b>	<b>Renew</b>
Burlingame		3W	2
Daly City		3W	5
Menlo Park		3W	2
Redwood City		3W	5
San Bruno		3W	5
San Mateo County		3W	2
San Mateo City		3W	2
So. San Francisco		3W	5
<b>Video Adult/Juvenile</b>			
<b>Library</b>	<b>Check out fee</b>	<b>Loan Period</b>	<b>Renew</b>
Burlingame		3W	2
Daly City			
Media Center		1W	N
Menlo Park		1W	2
Redwood City			
San Bruno		1W/3W	5
San Mateo County		1W	2
San Mateo City		1W	2
So. San Francisco			
CSM		24 hr/telecourse	
<b>Cliff Notes</b>			
<b>Library</b>	<b>Check out fee</b>	<b>Loan Period</b>	<b>Renew</b>
Burlingame		3W	2
Daly City		3W	5
Menlo Park		honor system	
Redwood City			
San Bruno		3W	5
San Mateo County		3W	2
San Mateo City		1W	2
So. San Francisco			
<b>Encyclopedias</b>			
<b>Library</b>	<b>Check out fee</b>	<b>Loan Period</b>	<b>Renew</b>
Burlingame		1W	N
Daly City		3W	5
Menlo Park		3W	2
Redwood City		3W	5
San Bruno		3W	5
San Mateo County		3W	2
San Mateo City		1W/juv	N
So. San Francisco		3W	5

<b>Test Books</b>			
<b>Library</b>	<b>Check out fee</b>	<b>Loan Period</b>	<b>Renew</b>
Burlingame		3W	2
Daly City		3W	5
Menlo Park		3W	2
Redwood City		3W	5
San Bruno		3W	5
San Mateo County		3W	2
San Mateo City		3W	2
So. San Francisco		3W	5
<b>Juvenile Books</b>			
<b>Library</b>	<b>Check out fee</b>	<b>Loan Period</b>	<b>Renew</b>
Burlingame		3W	2
Daly City		3W	5
Menlo Park		3W	2
Redwood City		3W	5
San Bruno		3W	5
San Mateo County		3W	2
San Mateo City		3W	2
So. San Francisco		3W	5
<b>Juvenile /YA bks Fiction</b>			
<b>Library</b>	<b>Check out fee</b>	<b>Loan Period</b>	<b>Renew</b>
Burlingame		3W	2
Daly City		3W	5
Menlo Park		3W	2
Redwood City		3W	5
San Bruno		3W	5
San Mateo County		3W	2
San Mateo City		3W	2
So. San Francisco		3W	5
<b>Juvenile /YA Biography</b>			
<b>Library</b>	<b>Check out fee</b>	<b>Loan Period</b>	<b>Renew</b>
Burlingame		3W	2
Daly City		3W	5
Menlo Park		3W	2
Redwood City		3W	5
San Bruno		3W	5
San Mateo County		3W	2
San Mateo City		3W	2
So. San Francisco		3W	5
<b>Juvenile /YA bks county/state/mission</b>			
<b>Library</b>	<b>Check out fee</b>	<b>Loan Period</b>	<b>Renew</b>
Burlingame		3W	2
Daly City		3W	5
Menlo Park		3W	2

Redwood City		3W	5
San Bruno		3W	5
San Mateo County		3W	2
San Mateo City		3W	2
So. San Francisco		3W	5
<b>Juvenile /YA Magazines</b>			
<b>Library</b>	<b>Check out fee</b>	<b>Loan Period</b>	<b>Renew</b>
Burlingame		1W	N
Daly City		3W	5
Menlo Park		honor system	
Redwood City		3W	5
San Bruno		1W	5
San Mateo County		3W	2
San Mateo City		3W	2
So. San Francisco		1W/YA 3/W juv	5

## Attachment F PLS Fines and Fee Structure (rev 1/28/15)

**Process:** Circulation Managers determine and propose to the PLS Administrative Council procedures for assessing fines and fees. After review and approval by the PLS Council, Circulation Managers implement the standards and incorporate them into the PLS Circulation Managers Manual. Any changes in fines and fees must be approved by the Administrative Council and the various members of the Joint Powers. Fines and fees are reviewed periodically, but particularly when PLS adopts a new integrated library system. New systems typically require re-programming of fines and fees.

### Fines:

Overdue fines do not exceed the cost of the item.

- Adult items (non AV): \$.25 per day overdue
- High Fines Loans: \$1.00 per day overdue
- High Fines Loans: \$1.00 per hour overdue
- Hourly High High Fines: \$5.00 per hour overdue
- Hourly Extremely High Fines: \$60.00 per hour overdue (typically for a laptop)
- Maximum accrual of \$8 for adult items

### Fees:

- \$2.00 processing fee for billed low price items
- \$5.00 processing fee for billed book
- \$10.00 Unique Management Collection charge
- \$50.00 processing for billed high price items

**Structure:** Loan rules in the ILS are set up to begin accruing overdue fees on the first day past the due date. The overdue fine posts to the patron's fine screen when the item is returned or renewed. When a 3-week item is overdue 30 days, the patron is billed. If the item is returned 30 or more days after the due date, the overdue fine maximum on an adult item is \$8.00 (.25/day). The bill includes the cost of the item plus the processing fee. The cost of the item is drawn from the item record. If the item record has no price, the price is drawn from the default price in the loan rule. If the item is returned, the cost of the item and the processing fee are subtracted from the total owed, and the maximum overdue charge, \$8 for an adult item, is added back in. If the item is not returned, the patron's account may be sent to a collection agency, Unique Management Services (for more details, see section 04.04), approximately 60 days after the due date, and a \$10 collection fee is assessed on the patron's record. If the item is returned after the account is sent to collection, the patron is responsible for the \$8 maximum overdue fine and the \$10 collection fee.