

5. Manheim Township Public Library Fees and Charges – 2016

The following fees and charges will be applied to library patrons. These fees and charges are standard through Lancaster County as set by LSLC, or by MTPL.

Type	Description	Fee
Lost Damaged or Overdue Items	When patrons are billed for lost damaged or long-overdue items, they are billed for the retail replacement cost of the item, which appears on the item record. Other processing and repair charges may apply.	Retail Replacement Cost
Library Card	Initial library card for new members.	Free
Replacement Library Card	Library cards lost or in need of replacement due to disrepair, etc.	\$1.00
Proctoring Services	Paper or online exams proctored by appointment	\$50.00 per exam
Technology Training	One hour appointments for customized training	\$15.00 per hour
Facsimile	Staff assisted use of fax machine	\$2.00 (Domestic) \$5.00 (International) for 1 st page and \$1 for each add'l page <i>Incoming FAX</i> : \$0.50 per page
Scan to Email	Staff assisted use of staff copier/printer	\$1.00 per page
Photocopying and Printing	Self-service or Staff assisted copies	\$0.25 per page B/W \$0.50 per page Color
Flash Drives	For data storage	\$12.95 per drive
Compact Disc Cleaning/Repair Service	Disk cleaning and minor repair service for CDs, DVDs and Blue Ray discs.	\$2.00 per disk, or 3 disks for \$5.00
DVD/CD Protective Sleeves	Sleeves to protect discs.	\$1.00 each
Media Bags	Green MTPL logo bags for Book & CD combo	\$10.00 each
Batteries	For Playaways	\$0.50 each
Ear-buds or Earphones	For Playaways or computer use	2.95 each
Overdue Fees	Charges established by the Library System of Lancaster County	
DVDs		\$1.00 per day (\$5 maximum per item)
Magazines		\$0.10 per day (\$3 maximum per item)
Children's Materials		\$0.20 per day (\$3 maximum per item)
Adult/Young Adult Materials		\$0.30 per day (\$5.10 maximum per item)

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Type	Description	Fee
Overdue Fees	Charges established by Manheim Township	
eReaders	Nooks with content	\$2.00 per day (\$10 maximum per item) If more than 4 weeks overdue, \$210 replacement cost plus \$40 processing fee apply
Playaways & Playviews	Audio or Video players with content	\$2.00 per day (\$10 maximum per item) If more than 4 weeks overdue, \$250 replacement cost
American Girl Doll Kits	American Girl dolls with outfits and accessories	\$1.00 per day (\$10 maximum per item) If more than 4 weeks overdue, \$200 replacement cost
Exploration Backpacks	Backpacks with field guides and equipment	\$1.00 per day (\$10 maximum per backpack) Replacement costs stated in each bag
Passport Execution Fee	Determined by the U. S. Department of State and made payable to the Acceptance Agency – “Manheim Township Public Library	\$25.00 per Form DS-11 (non-refundable)
Passport Photo Fee	Passport Photo taken by MTPL Acceptance Agent and made payable to “Manheim Township Public Library”	\$10.00 per 2 (2” x 2”) photos
Passport Application and Expedite Fees	Processing fees established by and made payable to the “U.S. Department of State”	Refer to travel.state.gov for current fee information

NOTE: Library patrons are billed for lost, damaged, and long-overdue items. The library accepts payments in cash, by check or by credit card. Credit card payments for balances in excess of \$2.99 can be processed online by going to <http://catalog.lancasterlibraries.org> and logging into My Account.

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RENTAL FEES	2016		2017	
	BUSINESSES AND INDIVIDUALS	NONPROFITS AND ORGANIZATIONS	BUSINESSES AND INDIVIDUALS	NONPROFITS AND ORGANIZATIONS
Up to 4 hours				
Morgan Center A up to 4 hours	\$175	\$70	\$175	\$70
Morgan Center B up to 4 hours	\$175	\$70	\$175	\$70
Morgan Center C up to 4 hours	\$175	\$70	\$175	\$70
Morgan Center A+B+C up to 4 hours	\$475	\$200	\$475	\$200
Conference Room up to 4 hours	\$80	\$12 per hour	\$80	\$12 per hour
Lapp Story Silo up to 4 hours	\$80	\$12 per hour	\$80	\$12 per hour
Up to 8 hours				
Morgan Center A up to 8 hours	\$230	\$110	\$230	\$110
Morgan Center B up to 8 hours	\$230	\$110	\$230	\$110
Morgan Center C up to 8 hours	\$230	\$110	\$230	\$110
Morgan Center A+B+C up to 8 hours	\$630	\$320	\$630	\$320
Conference Room up to 8 hours	\$140	\$12 per hour	\$140	\$12 per hour
Lapp Story Silo up to 8 hours	\$140	\$12 per hour	\$140	\$12 per hour
Per Hour if Reserved				
Lg Mtg Rm 119	\$25	\$10	\$25	\$10
Sm Mtg Rms 110, 117	\$15	\$6	\$15	\$6
Sm Mtg Rms 118, 121	\$15	\$6	\$15	\$6
Sm Mtg Rm 120	\$15	\$6	\$15	\$6
Kitchen or Lobby or Patio Only	\$60	\$20	\$60	\$20
Kitchen, Lobby or Patio As Is with Room Rental	\$60	\$25	\$60	\$25
Furniture Adjustments to Lobby or Patio	\$60	\$25	\$60	\$25
Extended Use (After normal operating hours)	\$100 per hour for 1 st two hours/\$50 for each additional hour			
Also Available				
Projection	\$40	\$35	\$40	\$35
PA System	\$50	\$35	\$50	\$35
TV & DVD	\$30	\$15	\$30	\$15
Coffee/Catering Service	Contact Sue Funk, Catering Manager, at (717) 509-1981			

CANCELLATION: If a scheduled reservation is cancelled or rescheduled less than two weeks prior to the event, a fee shall be applied. (\$50 for Morgan Center Rooms, \$15 for the Conference Room, Lapp Story Silo and Kitchen, and \$5 for the smaller per hour meeting rooms.)

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ADDITIONAL FEE: If food or beverages are brought into any one of the Morgan Center rooms from an outside source, other than the Library's Catering Service, a \$10.00 per room fee shall be applied.