

Manheim Township Public Library Fee Schedule - 2025

IV. Manheim Township Public Library Fees

The following fees and charges will be applied to library patrons. All fees and charges are established by Manheim Township Public Library, except *, which are established by the Library System of Lancaster County, and **, which are established by other entities as indicated.

Fee Type	Fee Description	Fee
Library Services		
Library Card*	Initial library card for new members	Free
Replacement Library Card*	Lost or stolen Library Cards	\$1
Library Card for Non-Access PA Eligible Applicants*	Annual Fee	\$25
Scan to Email	Staff assisted use of staff copier/printer/scanner	\$1 per page
Photocopying and Printing	Self-service or Staff assisted copies/printouts	\$0.25 per page B/W \$0.50 per page color
Passport Execution Fee**	Determined by the U.S. Department of State and made payable to the Acceptance Agency— "Manheim Township Public Library"	\$35.00 per Form DS-11 (non-refundable)
Passport Photo Fee	Passport Photo taken by MTPL Acceptance Agent and made payable to "Manheim Township Public Library"	\$15.00
Passport Application 1-2 Day Delivery Service Fee**	Mailing from MTPL to U. S. Department of State	Based on prevailing USPS rates
Fee Type	Fine per day	Maximum fine per item
Overdue Fees (In effect through March 2, 2025)		
Adult/Young Adult Books, CDs, and other audio media*	\$0.30	\$5.10
Children's Books, CDs, and other audio media*	\$0.20	\$3.00
DVDs, Playaway Launchpads, Playaway Views and other video media (all ages) *	\$1.00	\$5.00
Magazines*	\$0.10	\$3.00
Special Items, such as Discovery Boxes, Exploration Backpacks, Board Games, & American Girl Dolls	\$1.00	\$10.00

Manheim Township Public Library Fee Schedule - 2025

Fee Type	Fine per day	Maximum fine per item
Overdue Fees (Effective March 3, 2025)		
Adult/Young Adult Print (Regular, Large Print, Paperback)	\$0.30	\$5.10
Adult/Young Adult Audio, Music	\$0.30	\$5.10
Adult/Young Adult Video (including sets)	\$0.30	\$5.10
Adult/Young Adult Periodicals	\$0.30	\$5.10
Adult/Young Adult Realia (Kits, Games, Toys, Equipment, Video Games)	\$1.00	\$5.00
Juvenile Print (Regular, Large Print, Paperback)	\$0.20	\$3.00
Juvenile Audio, Music	\$0.20	\$3.00
Juvenile Video (including sets)	\$0.20	\$3.00
Juvenile Periodicals	\$0.20	\$3.00
Juvenile Realia (Kits, Games, Toys, Equipment, Video Games)	\$1.00	\$5.00
Reference/Non-circulating/Default	\$0.30	\$5.10
In-house Items	\$1.00	\$5.00
Museum Pass	\$1.00	\$5.00
Local Passes	\$1.00	\$5.00
Rental Items with \$1.00 rental fee	\$1.00	\$5.00
Rental Items with \$10.00 rental fee	\$2.00	\$20.00
Special Collections/High Demand with 1 week loan period	\$1.00	\$5.00
Special Collections/High Demand with 30 day loan period	\$1.00	\$5.00
Fee Type	Fee Description	Fee
Material Repair and Replacement Fees		
Lost, long overdue fee	Four or more weeks overdue, or item damaged to the extent that requires replacement*	Retail cost at the time of initial acquisition, as it appears in the item's record
Processing fee for replacement items provided by patron		\$5

Manheim Township Public Library Fee Schedule - 2025

Fee Type	Fee Description	Fee
Material Repair and Replacement Fees		
Replacement of essential pieces	Assessed on a case-by-case basis by a Library manager	If replacement pieces can be purchased individually, the patron will be charged for the retail price of the replacement piece. Otherwise, they will be charged the full retail cost of the item.
All minor repairs, or loss of non-essential pieces		\$2
CD/DVD protective sleeves		\$1
DVD, Blu-ray, audiobook, or CD case		\$2
Media bag for book & CD Combo Sets		\$10
Playaway: Replacement Parts		Case: \$6.00 Battery Door: \$.60
Playaway View: Replacement Parts		Case: \$6.00 Cord: \$3.00
Playaway Launchpad: Replacement Parts*		Case: \$15.00 Bumper: \$10.00 USB Cord: \$1.00 AC Adaptor: \$2.00
All Other Items: Replacement Parts		Prices are provided on a price sheet included with the item and/or in the item record.

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RENTAL FEES		
FACILITIES AND EQUIPMENT	BUSINESSES AND INDIVIDUALS	NONPROFIT ORGANIZATIONS
Up to 4 Hours		
Morgan Center (one section)	\$200	\$100
Morgan Center (two sections)	\$400	\$200
Morgan Center (three sections)	\$500	\$250
Up to 8 Hours		
Morgan Center (one section)	\$250	\$125
Morgan Center (two sections)	\$500	\$250
Morgan Center (three sections)	\$700	\$350
Lapp Story Silo (Limited Availability)	\$200	\$100
Lapp Story Silo (Limited Availability)	\$250	\$125
Per Hour if Reserved		
Large Meeting Room (119)	\$25	\$10
Small Meeting Room (110, 117, 119, 120, 121)	\$15	\$6
Kitchen, Lobby, Patio, or Children's Discovery Patio Only	\$60	\$20
Additional Options		
Projection	\$40	\$25
PA System	\$40	\$25
Extended Use (Before 9:00 AM and after closing) - \$100/hour for first 2 hours, \$50/hour for each additional hour		