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Date: December 10, 2018  
To: RCPL Board of Trustees  
From: Pat Jones, Policy Committee Chair  
Re: Loan Periods, Fines and Fees Policy

Date: December 5, 2018  
To: Pat Jones, Policy Committee Chair  
From: Sean Minkel, Assistant Director  
Re: Loan Periods, Fines and Fees Policy

**Motion:** Approve revisions to the Loan Periods, Fines and Fees Policy as presented.

**Background:** Updates to the policy include:

- A \$0.15 fee for envelopes has been added for occasions when patrons request them. This is primarily a convenience service and is not expected to generate significant revenue.
- Fees were added for vinyl cutting. The price was estimated based on the cost for vinyl material, replacement cutting blades and ongoing maintenance.
- Clarification was added for projects such as the large format printing and vinyl cutting which indicates that we will round up to the nearest increment for the purposes of cost determination.