

Tulare County Public Law Library
Credit and Debit Card Policy

Approved by Board of Law Library Trustees 10/11/21

The Tulare County Public Law Library ("Law Library") will accept a credit or debit card as a form of payment for costs, services, and donations in the Main Law Library location from adults aged 18 and over. The Law Library accepts credit and debit cards displaying the MasterCard, VISA, American Express, or Discover brand.

The Law Library uses AllPaid, a third-party merchant services provider, to process credit and debit card transactions. AllPaid charges a non-refundable service fee which is automatically paid to AllPaid for each transaction. This fee appears as a separate line on the cardholder's receipt printed at the time of the transaction.

Security: The Law Library reserves the right to request government-issued photo identification to verify the cardholder. The Law Library reserves the right to refuse service or cancel transactions at any time if fraud or an unauthorized or illegal transaction is suspected. Completion of a payment transaction is contingent upon both the authorization of payment by the applicable credit card company or financial institution and acceptance of payment by the Law Library. If a card payment is declined, the cardholder will provide payment by cash for the full amount due.

Credit/Debit Card Usage: MasterCard, VISA, American Express, and Discover credit and debit cards may be used to pay the following in the Law Library -

- Vend photocopies and computer printing
- After hours access
- Meeting room fees
- Donations
- Other Law Library supplies and services

Prohibited Credit/Debit Card Activities: The Law Library prohibits certain credit/debit card activities that include, but are not limited to -

- Accepting credit/debit cards for cash advances or cash back
- Discounting costs or fees based on the method of payment

Chargebacks/Refunds: In the event the Law Library is notified of a chargeback, the Law Library Director will investigate the transaction and respond as necessary. Any refunds will be made at the discretion of the Law Library employee and is subject to approval by the Law Library Director. Authorized refunds will be made by check issued by the Law Library and may take up to 15 business days to process.

Privacy Statement: In compliance with Payment Card Industry Data Security Standards (PCI DSS), the credit/debit card payment details collected are encrypted at AllPaid's point of sale transaction using secure server technology. At no time does the Law Library store credit or debit card information. The cardholder's information is only made accessible to the authorized card vendor and financial institutions to complete the transaction.

Posted Disclaimer: By processing a payment using a credit/debit card, the cardholder agrees to accept and assume all risks and responsibilities that may arise from the use of this payment service and releases the Tulare County Board of Law Library Trustees and employees of the Law Library from all liability.

**CREDIT AND DEBIT CARD PAYMENT SERVICE
LAW LIBRARY**

**EXHIBIT C
PAYMENT FOR SERVICES
(NON-CRIMINAL JUSTICE)**

Service Fee Schedule for Non-Criminal Justice Payments			
Payments Made via Internet (Web/GovSwipe®) <i>Service Fee Schedule #108</i>		Telephone-Assisted Payments (Call Center/Live Agent) <i>Service Fee Schedule #109</i>	
Transaction Range	Service Fee Amount	Transaction Range	Service Fee Amount
\$0.01 > \$50.00	\$1.50	\$0.01 > \$50.00	\$5.50
\$50.01 > \$75.00	\$1.75	\$50.01 > \$75.00	\$5.75
\$75.01 > \$100.00	\$3.00	\$75.01 > \$100.00	\$7.00
\$100.01 > \$150.00	\$5.00	\$100.01 > \$150.00	\$9.00
\$150.01 > \$200.00	\$7.00	\$150.01 > \$200.00	\$11.00
<i>For each additional increment of \$50.00, or portion thereof, add \$1.75.</i>		<i>For each additional increment of \$50.00 or portion thereof, add \$1.75.</i>	

All Service Fees Are Non-Refundable

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