



POLICY

Policy Type: Library Services **Policy Number:** 03-04
Policy Title: Regulations - Schedule of Fees and Fines

SCHEDULE OF FEES AND FINES

Loan Periods:

- Regular materials, Magazines 3 weeks
- AV materials: DVDs, BluRays, and Video Games 2 weeks
- Express Reads 1 week
- High demand items, including those with three or more holds 2 weeks
- Fast Films (Express DVDs) 3 days
- Laptops (In-house use only) 2 hours
- Book Club in a Bag 8 weeks
- Kiosk items 3 weeks
- Kits: literacy, STEM, cognitive care 3 weeks

Automatic Renewals:

Automatic renewals are applied to the following items when they do not have holds:

- Regular materials, Magazines 3 weeks, up to 3 renewals
- AV materials: DVDs, BluRays, and Video Games 2 weeks, up to 3 renewals

Overdue Fines:

- Interlibrary Loans \$ 1.00/day \$20.00 Maximum/per item

Billing Schedule:

- Regular materials, Magazines 2 weeks
- AV materials: DVDs, BluRays, and Video Games 2 weeks
- Express Reads 3 days
- High demand items, including those with three or more holds 3 days
- Fast Films (Express DVDs) 3 days
- Book Club in a Bag 2 weeks
- Kiosk items 2 weeks
- Kits: literacy, STEM, cognitive care 2 weeks

Maximum Number of Items:

Permanent residents:

- 100 items out on one membership at one time including a maximum of 10 DVDs (Feature Films and TV Series) 10 video games, 2 Book Club in a Bags, 1 Fast Film (Express DVDs), and 1 Laptop.

Suspension of Privileges for Unpaid Fees:

Borrowing privileges will be suspended for patrons owing over \$10.00 in fees and/or who have an outstanding bill.

Replacement Charges:

- Adult and Children’s Library Cards \$2.00
- No charge for replacement of worn out cards

Lost or Damaged Material:

Replacement Cost and any fines owing

- Minor damage (anything repairable such as a missing barcode) \$2.00

Charges for Lost or Damaged Material:

- Adult Fiction/Non-Fiction Books \$ 25.00
- Children’s Fiction/Non-Fiction Books \$ 15.00
- Magazines \$ 5.00
- Audio Books (CDs) \$ 40.00
- TV Series (DVDs) \$ 40.00
- DVDs, and Blu Ray \$ 30.00
- Video Games \$ 50.00
- Laptop \$1,000.00
- Book Club in a Bag (entire bag) \$ 150.00
- Book Club in a Bag (single copy) \$ 20.00
- Book Club in a Bag (audio book) \$ 30.00
- Interlibrary Loans Cost from loaning library

Printing and Copying:

- Photocopies (Colour) \$1.00/page
- Photocopies (Black & White) \$.25/page
- Printing (Colour) \$1.00/page
- Printing (Black & White) \$.25/page
- Microfilm Reader/Printer copies \$.35/page
- 3D Prints \$2 + \$.10/gram
- Vinyl Cuts \$2 + \$.03/sq. inch

Approved Date: October 21, 2020
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