



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
- Entry passes (Ontario Parks, etc.) 1 week

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
- Entry passes (Ontario Parks, etc.) 1 week

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
- Entry passes (Ontario Parks, etc.) Cost of replacement of commercial pass
- 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

Maker Lab Equipment and Materials:

The price of using Maker Lab equipment is dependant on recoument costs for materials used (vinyl, filament, paper, etc.), and on maintenance costs of the equipment over time. When determining pricing in the Maker Lab, a strong consideration is to be given to the need for low-

cost access to participation in the space. Waiving of material costs for specific programs and services is at the discretion of Library staff.

Approved Date: April 20, 2022
Supersedes Date: January 20, 2021
Review Date: April 2027
Reference: Board Meeting April 20, 2022