

## APPENDIX A FINES, FEES AND CHARGES

Library Board approved: 26 November 2015

<b>Overdue Fines</b>	
<b>Adult Library Materials</b>	
Books	35¢/day, max. \$10.00/item
Periodicals	35¢/day, max. \$5.00/item
Paperbacks	10¢/day, max. \$2.00/item
Audio-visual materials	\$1/day, max. \$10.00/item (or set)
<b>Juvenile Library Materials</b>	
Books, Paperbacks, Periodicals	10¢/day, max. \$3.00/item
Audio-visual materials	\$1/day, max. \$10.00/item (or set)
<b>Lost/Damaged Items</b>	
Catalogued Library Materials	Full retail price, plus \$10 processing and handling fee per item
Periodicals	Full retail price per item
Booklets and other inserts	Flat charge \$2 per item ( <i>Charge full cost of Audio-visual items if missing printed material is vital to the item.</i> )
Cassette bags, CD jewel cases	Flat charge \$1 per item
Books with software: Case or CD-ROM	Flat charge \$5
Books with software: Case and CD-ROM	Flat charge \$10
Talking Books, Cases	Flat charge \$7.50
Minor damage (where item can be returned to collection)	Flat charge \$1/item
Major damage (where unable to repair or return to collection)	Full retail price, plus \$10 processing and handling fee per item
<b>Library Cards</b>	
Lost Cards for Adult and Juvenile	\$3 per card
Replacement Cards	No charge if old card in poor condition is exchanged
Temporary Card for Foreign Students	No charge – an expiry date is set and may be renewed upon presentation of documentation
Non-Resident Card - Adults	\$50
Non-Resident Card - Students	\$25
Visitors (up to 3 months)	\$20 – no refund
<b>Hold</b>	
Non-Pick-Up of Holds	\$1/item

<b>Printing</b>					
Black & white printout		20¢/copy			
Colour printout		50¢/copy			
Microfiche printout		20¢/copy			
<b>Other Charges</b>					
USB Drives		\$10			
Dishonoured Cheque		\$20			
Interlibrary Loans		Any charges levied by a lending library will be passed on to the patron who requested the material.			
<b>Meeting Room Rentals</b>					
		Not for Profit		For Profit	
	Capacity	4 hrs or less	Over 4 hrs	4 hrs or less	Over 4 hrs
Lynn Valley Program Room	25	\$30	\$55	\$60	\$110
Capilano Potlatch Room	40	\$40	\$70	\$80	\$140
Parkgate Enid Dearing Room	25	\$40	\$70	\$80	\$140
Parkgate Seminar Room	8	\$30	\$55	\$60	\$110
Extras:		Usage fee			
Room Set Up		\$25			
Cleaning		\$25			
Use of projector and screen		\$25			