

APPENDIX A FINES, FEES AND CHARGES

Library Board approved: [November 23, 2017]

| Overdue Fines | |
|---|--|
| Adult Library Materials | |
| Books | 35¢/day, max. \$10.00/item |
| Periodicals | 35¢/day, max. \$5.00/item |
| Paperbacks | 35¢/day, max. \$ 10.00/item |
| Audio-visual materials | \$1/day, max. \$10.00/item (or set) |
| Juvenile Library Materials | |
| Books, Paperbacks, Periodicals | 10¢/day, max. \$3.00/item |
| Audio-visual materials | 35¢/day, max. \$10.00/item (or set) |
| Lost/Damaged Items | |
| 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>) |
| Book/kit bags, CD jewel cases | Flat charge \$1 per item |
| Books with software: either Case or disc | Flat charge \$5 |
| Books with software: both Case and disc | 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 |
| Library Cards | |
| 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 |
| Hold | |
| Non-Pick-Up of Holds | \$1/item |

| Printing | | | | | |
|---------------------------------------|----------|---|------------|---------------|------------|
| Black & white printout | | 20¢/copy; 40¢ for Tabloid size (11"x17") | | | |
| Colour printout | | 50¢/copy; \$1 for Tabloid size (11"x17") | | | |
| Microfiche printout | | 20¢/copy | | | |
| Other Charges | | | | | |
| 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. | | | |
| Faxing | | \$2 per page. Includes connection charge (domestic and long distance) | | | |
| Filming application fee | | \$100 | | | |
| Book bags | | \$3 | | | |
| Meeting Room Rentals | | | | | |
| | | Not for Profit | | For Profit | |
| Available | Capacity | 4 hrs or less | Over 4 hrs | 4 hrs or less | Over 4 hrs |
| Lynn Valley Program Room | 25 | \$40 | \$75 | \$80 | \$140 |
| Capilano Potlatch Room | 40 | \$60 | \$100 | \$120 | \$175 |
| Parkgate Enid Dearing Room | 25 | \$60 | \$100 | \$120 | \$175 |
| Parkgate Seminar Room | 8 | \$40 | \$75 | \$80 | \$140 |
| Extras | | Usage fee | | | |
| Room Set Up and / or Tear Down | | \$25 | | | |
| Cleaning | | \$25 | | | |
| Use of Library's projector and screen | | \$25 | | | |
| Use of Library's laptop | | \$10 | | | |
| Set up of clients' technology | | \$25 | | | |
| Microphone | | \$10 | | | |