

APPENDIX A FEES AND CHARGES

Library Board approved: [23 November 2023]

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
Devices, Equipment, Kits and components (incl. netbooks, eReaders, Victor readers, audio-visual equipment, charging accessories, cases, books with electronics, puppets, book collections loaned in packs, puzzles, cords, adaptors, etc.)	Discretionary based on condition, staff-assessed value of items and retail pricing, plus processing and handling where applicable
Minor damage to print materials and discs (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
Book Sale Prices	
All Materials	Discretionary based on condition and staff-assessed value of items

Holds					
Non-Pick-Up of Holds		\$2/item			
Printing					
Black & white printout		25¢/copy; 50¢ for Tabloid size (11"x17")			
Colour printout		50¢/copy; \$1 for Tabloid size (11"x17")			
Microfiche printout		20¢/copy			
3D Printing		\$1 flat fee for first 10g; 10¢ per g thereafter			
Other Charges					
USB Drives		\$10			
Interlibrary Loans		Any charges levied by a lending library will be passed on to the patron who requested the material.			
Faxing		\$1 per page. Includes connection charge (domestic and long distance)			
Filming application fee		\$100			
Library-branded promotional items		Priced for cost recovery and modest revenue on an item-by-item basis			
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	60	\$60	\$100	\$120	\$175
Parkgate Enid Dearing Room	25	\$60	\$100	\$120	\$175
Optional Additional Fees					
Set Up		\$25	\$25	\$25	\$25
Tear Down		\$25	\$25	\$25	\$25
Digital Projector & Screen		\$25	\$25	\$25	\$25
Microphone (Parkgate Only)		\$10	\$10	\$10	\$10