

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 \$1/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			