

Appendix A – Schedule of Fines and Fees

Library Board Approval Effective: May 3, 2018

Part 1: Fines

Item	Description	Unit of Measure	Rate (including HST if applicable)	HST Applicable (Y/N)	Effective Date
1	Overdue Loans – 21 days	per day	\$0.30	N	Jan 1, 2015
2	Overdue Loans - Magazines	per day	\$0.25	N	Jan 1, 2015
3	Overdue DVD, Game, Playaway Launchpads, Short Term Loans	per day	\$2.00	N	Jan.1, 2015
4	Inter Library Loan not picked up	per item	\$8.00	N	Jan.1, 2015

Part 2: Fees - General

Item	Description	Unit of Measure	Rate (including HST)	HST (Y/N)	Effective Date
1	Administration of Lost Material	1	\$4.00	N	Jan 1, 2015
2	Administration of NSF Cheque	1	\$25.00	N	Jan 1, 2015
3	Replacement Library Card	1	\$7.00	N	Jan 1, 2015
4	Replacement Case – All DVDs, Audiobooks	1	\$2.00	Y	Jan.1, 2015
5	Replacement Case – Launchpads, Locks	1	\$15.00	Y	May 3, 2018
6	E-Reader Case - Locks	1	\$20.00	Y	May 3, 2018
7	Book Club Bag	1	\$25.00	Y	May 3, 2018
8	Launchpad Charger, Bumpers	1	\$11.25	Y	Jan.1, 2015
9	Photocopy (Colour)	per page	\$0.50	Y	Jan 1, 2015
10	Photocopy (B/W)	per page	\$0.25	Y	Jan 1, 2015
11	Microfiche copy	per page	\$0.25	Y	Jan.1, 2015
12	Fax copy	per page	\$1.20	Y	Jan 1, 2015
13	Scan copy	Per page	\$0.50	Y	Jan.1, 2016
14	Memory stick	1	\$9.00	Y	Jan 1, 2015
15	Cloth Bag / Mug	1	\$6.00	Y	Jan.1, 2015
16	Meeting Room Rental - profit group	per hr/day	\$50/hr; <u>\$200/day</u>	Y	Apr.5, 2018
	Meeting Room Rental - non-profit groups		\$25/hr; \$100/day		

17	Adult Program Rental - profit group Adult Program Rental - non-profit groups	per hr/day	\$100/hr \$400/day \$50/hr \$200/day	Y	Apr.5, 2018
18	Earbud or Battery	1	\$2.25	Y	Jan.1, 2015

Part 3: Fees - Programs

Item	Description	Unit of Measure	Rate (including HST if applicable)	HST Applicable (Y/N)	Effective Date
1	Administration of Program Refund	1	\$3.00	N	Jan 1, 2015
2	Threshold for Program Refund	1	\$10.00	N	Jan 1, 2015
3	Adult Computer (library)	per hour	\$7.00	N	Jan.1, 2015
4	Children's instructional programs	session	\$5.00	N	Feb.8, 2018
5	Baby-sitting instruction	session	\$60.00	N	Jan.1, 2015

External Instructors:

- Fees for programs run by external instructors are determined on an individual basis by the instructor.
- WSPL will receive 35% of the program fees collected from external instructors since the Library absorbs the cost of program space, furniture, insurance coverage and administrative services to register participants.