

## SCHREIBER PUBLIC LIBRARY POLICY MANUAL

<b>No:</b> OP9	<b>Title:</b> <i>Cost Recovery Services</i>
<b>Type:</b> Operational: Operations	<b>Authority:</b> CEO
<b>Originated:</b> 12-12-12	<b>Review:</b> Biennial (Even Years) <b>Reviewed:</b> 05-10-18, 12-15-22
<b>Amended:</b> 09-20-18, 12-15-2022	<b>Previously:</b> 01-07 11-06-10, 09-12-13
<b>Related Policies</b>	•
<b>Associated Documents</b>	• <i>Public Libraries Act, R.S.O. 1990, c. P.4, December 10, 2019</i>
<b>Implementation Procedures</b>	• Appendix G016.6: Patron Fee and Fine Schedule

1. Fines for Overdue Materials:
  - 1.1. Retention of borrowed Library materials beyond the date on which Library materials are to be returned to the Library shall be penalized by a fine;
  - 1.2. The overdue charge is based on the patron type, and a lesser fine rate is in effect for borrowers who are children or seniors. Board and staff are exempt from fines.
    - 1.2.1. Five cents (\$0.05) per day, or a maximum of two dollars (\$2.00) per month, for junior books and magazines;
    - 1.2.2. Ten cents (\$0.10) per day, or a maximum of five dollars (\$5.00) per month, for adult books and magazines;
    - 1.2.3. One dollar (\$1.00) per day, or a maximum of fifteen dollars (\$15.00) per month, for DVDs/videos.
    - 1.2.4. In lieu of fines, donations of food will be accepted for the Food Bank.
  - 1.3. Fines will be waived in unusual circumstances (e.g. illness or death in the family);
  - 1.4. The schedule of fines is set by the Schreiber Public Library Board and staff.
2. Lost or Damaged Materials:
  - 2.1. A borrower who loses or mutilates Library materials shall be required to contribute to the cost of replacing those materials;
  - 2.2. Charges for lost or damaged materials will be assessed by the Chief Executive Officer (CEO) and will be based on the actual replacement cost plus a two-dollar (\$2.00) processing charge. Board and staff are not exempt.
3. Library Membership Cards:
  - 3.1. A resident is defined as a person living in Schreiber, Terrace Bay, Jackfish, Rossport, Nicol Island or Pays Plat for twelve (12) months or more. Admission into the building, use of the collection, reserving and borrowing circulating materials, and reference and information services are offered for no charge to residents of the Library Board's jurisdiction.
    - 3.1.1. Two dollars (\$2.00) for replacement of a resident membership card.
  - 3.2. A non-resident is defined as a person who does not reside in the area of the Library Board's jurisdiction.
    - 3.2.1. Five dollars (\$5.00) per year for a non-resident membership card;
  - 3.3. Annual fees for non-residents will be set each year by the Schreiber Public Library Board and will be based on the per capita cost to run the Library for its resident patrons.

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- 3.4. Schreiber Public Library will send and receive faxes for community members;
- 3.5. There will be a set charge for every page for local and North American long distance calls.
  - 3.5.1. One dollar (\$1.00) per page to send up to four (1-4) pages;
  - 3.5.2. Thirty cents (\$0.30) per page for five (5) or more pages.
- 3.6. Fee schedules will be reviewed annually by the Chief Executive Officer (CEO) and approved by the Library Board as per the *Public Libraries Act*.
4. Photocopying, Printing, Scanning, Laminating, and Kodak Print Machine: Ontario Works patrons are exempt. Other groups are exempt at the CEO's discretion.
  - 4.1. Schreiber Public Library will charge a per copy fee for black/white and colour photocopying and printing. This fee will be based on cost recovery;
  - 4.2. Photocopying & Printing:
    - 4.2.1. Fifteen cents (\$0.15) per sheet for student black/white;
    - 4.2.2. Thirty cents (\$0.30) per copy for black/white;
    - 4.2.3. Twenty-five cents (\$0.25) for fifty (50) copies or more;
    - 4.2.4. Fifty cents (\$0.50) for 11x17;
    - 4.2.5. Fifty cents (\$0.50) for colour.
    - 4.2.6. One dollar and fifty cents (\$1.50) per sheet for 5x7 photo paper, and three dollars (\$3.00) per sheet for 8.5x11 photo paper.
  - 4.3. Scanning will be paid by donation; whatever the patron wishes to donate;
  - 4.4. Laminating:
    - 4.4.1. One dollar (\$1.00) for card or picture;
    - 4.4.2. One dollar and fifty cents (\$1.50) for letter size (8.5x11);
    - 4.4.3. One dollar and seventy-five cents (\$1.75) for legal size (8.5x14);
    - 4.4.4. Two dollars and fifty cents (\$2.50) for tabloid size (11x17).
  - 4.5. Fee schedules will be reviewed annually by the Chief Executive Officer (CEO) and approved by the Library Board as per the *Public Libraries Act*.
5. Discarded Books
  - 5.1. In the event that a book has been weeded, the book may first be available to patrons for a donation.
  - 5.2. At the Annual Book Sale:
    - 5.2.1. Five dollars (\$5.00) to fill a bag; or
    - 5.2.2. Make a donation.
  - 5.3. Discarded books are available in the Free Library Boxes.
  - 5.4. The Chief Executive Officer (CEO) will annually review the Book Sale fees.
6. Payments for faxing, photocopying, printing, and coffee will be exempt at the discretion of the Chief Executive Officer (CEO) for Service Ontario services.