

## LIBRARY BOARD POLICY

### Section F – Finance

<b>Policy Name:</b>	<b>Fees and Charges</b>	<b>Policy #:</b>	<b>F1</b>
Version History: Approval Oct 1, 1997; Revised Apr 22, 2009; Sept 16, 2010; Oct 18, 2012; Mar 20, 2014; March 18, 2021			

Following is a summary of fees and charges approved by the Port Moody Public Library Board. Additional detail on relevant policies may be found in other Board policies.

#### 1. Non-Resident Membership Fee Schedule

Individual Membership:	\$45.00 annual fee
Family Membership:	\$60.00 annual fee
Visitor Membership:	\$40.00 (3 month fee; 50% refundable)

#### 2. Overdue Fines

2.1. Library materials kept beyond the due date will be charged according to the following:

Type of Material	Fine Per Day	Maximum Fine/Item
Adult DVDs	50¢	\$10.00
Express Books & Express DVDs	\$1.00	\$10.00
All other adult material	35¢	\$5.00
Children’s DVDs	25¢	\$5.00
All other children’s materials	10¢	\$5.00

2.2. As a courtesy, borrowers will be notified of overdue materials.

2.3. A borrower who owes more than \$10.00 in charges for overdue, lost or damaged materials will temporarily lose all borrowing privileges, and be unable to place holds, until their account has been brought below this limit.

#### 3. Lost Materials Charges

3.1. The borrower responsible for lost materials will be charged current replacement cost, plus a processing fee of \$8 per catalogued item or \$2 per uncatalogued item. Processing charges will not be collected for lost children’s materials.

3.2. Lost items which are later found and returned will be refunded the replacement value upon verification of suitable proof of payment. Items must be returned within a year.

#### 4. Damaged Materials

4.1. The following charges are levied for damaged materials:

Barcodes or spine labels:	\$0.50
CD or DVD cases:	\$2.00
Book Jackets:	\$2.00
Liner Notes:	\$2.00

4.2. If an item is damaged beyond use, the Library levies the following charges: the replacement cost for the item, plus a processing fee of \$8 per catalogued item or \$2 per uncatalogued item. Processing charges will not be collected for damaged children's materials.

#### 5. Copying and Printing Charges

Photocopies:	20¢ per page ( <i>b&amp;w</i> ) or 50¢ per page (colour)
Computer Printing:	20¢ per page ( <i>b&amp;w</i> ) or 50¢ per page (colour)

#### 6. Dishonoured Cheque Service

A service charge of \$40.00 will be applied to all N.S.F. cheques. Post-dated cheques are not accepted.

#### 7. Replacement Library Card

In the case of lost or damaged Library cards, a charge of \$2 will be levied for additional replacement cards.

#### 8. Sale of Used Materials

Materials discarded from the Library's collection, or donations not accepted for inclusion in the collection, will be sold at rates set at the discretion of the Library Director.

#### 9. Interlibrary Loans

Interlibrary loans (ILL) is a free service unless a lending institution charges for a loan, lost, or damaged materials. Interlibrary loan fees levied by lending institutions are passed on to the patron. Patrons are also charged for photocopies of articles obtained on interlibrary loan.

#### 10. Suspension and Reinstatement of Borrowing Privileges

Library borrowing privileges may be suspended for a time to be determined by the Library Director or designate for the following causes:

10.1. When charges for lost or damaged library materials exceed the sum of \$100

10.2. Upon more than two (2) separate referrals to the Collection Agency for lost or damaged materials

Privileges will be reinstated when all fines and charges are paid in full.