

LIBRARY BOARD POLICY

Section F – Finance

Policy Name:	Fees and Charges	Policy #:	F1
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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	25¢	\$5.00
Express Books & Express DVDs	\$1.00	\$10.00
All other adult material	25¢	\$5.00
Children’s DVDs	10¢	\$5.00
All other children’s materials	10¢	\$5.00
Ukuleles	25¢	\$10.00
Book Club sets	25¢	\$10.00
Video Games	25¢	\$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 not be refunded.

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

Library privileges will be reinstated when:

- 10.3. All fines and charges are paid in full.
- 10.4. A patron transitions from having a suspended junior card to having an adult card. The Library Director or designate has the discretion to retain fees and charges on this account in exceptional circumstances.