



Whitby Public Library

Fees Policy

Policy Type:	Public
Authority/Created:	Library Board
Date Created:	April 19, 2006
Date Reviewed:	March 15, 2023

Purpose

The Library Board recognizes that fines on library materials are a significant barrier to library use. There are no overdue fines on library materials. Materials lost, damaged, or not returned are subject to Replacement Costs. Replacement Costs will be charged based on cost to the Library for those materials.

A schedule of Fees is set to cover costs associated with certain services.

Fees

Item	Charge
3D printing	50¢ per 15 min (rounded up)
Buttons	20¢ 1", 30¢ 2.25"
Cardstock	40¢ 8.5"x11", 50¢ 12"x12"
Earphones	\$3.00
High resolution Archives digital image – email	\$5.00 (up to 5 images), then \$2 per image
High resolution Archives digital image – USB	\$15.00 (up to 5 images), then \$2 per image
Laminator pouches	20¢ 3.5"x5.5", 50¢ 8.5x11", 75¢ 8.5"x14"

Library bags	\$2.00 or 3 for \$5.00
Library card replacement	\$2.00
Non-Durham resident annual membership	\$45.00
NSF cheque	\$45.00
Printing and photocopying—black and white	20¢ per page
Printing and photocopying—colour	50¢ per page
Printing—large-format printer	\$2.00 per foot + 75¢ per ml of ink
Transfer tape	1.50 per 12"x12" sheet
USB storage device	\$10.00
Vinyl	\$2.00 per 12"x12" sheet

Blocks on Patron Accounts

Borrowing privileges are suspended when outstanding charges total \$20 or more. Outstanding accounts with \$50 or more owing will be sent to a collection agency and a \$15 non-refundable administration fee will apply.

Staff Authority

The CEO or designate has the authority to assign fines or fees for new collections or services in between policy review periods.