

Georgina Public Library Board Policy Manual

Policy Title: Other Rates and Fees

Intent

In order to better serve the citizens of our Town, the Georgina Public Library provides some services outside the core mission of loaning of materials. In accordance with the Public Library Act, R.S.O.1990, C.P.44, S23, fees may be charged for these extension services. Fees are subject to change at any time at the discretion of the Library Board.

Regulations

1. Photocopying and/or printing is available at all branches. The costs are shown in Appendix "A" of this policy.
2. Non-residents, either individually or as a family, may purchase a library card upon payment of the appropriate fee as shown in Appendix "A" of this policy.
3. Lost/forgotten cards and damaged barcodes incur a fee as shown in Appendix "A" of this policy.
4. Invigilating (proctoring) of exams is available subject to the payment of the fee as shown in Appendix "A" of this policy.
5. Fax service (outgoing only) is available upon payment of the appropriate fee as shown in Appendix "A" of this policy. Please note: the patron is responsible for ensuring that any fax sent is received at the intended destination.
6. Audio Visual Equipment rentals are available subject to the fees and rates set forth in the Audio/Visual Equipment Policy. To rent any equipment, the borrower must have a valid, in-force library card in good standing.
7. Municipal/Regional services available through the Library include: blue boxes; garbage tags; garage sale permits; YRT tickets (rates set by YRT); park parking permits (free to residents). The appropriate Town departments set the rates for these services.
8. Room rentals are booked through the Town of Georgina Department of Recreation and Culture using rates set by the Georgina Public Library Board. All rentals are subject to the terms and conditions of the Room Rental Policy.
9. Used book sales: branches provide a small ongoing used book sale of withdrawn or donated material to supplement the library budget. Library staff on an individual basis determine the cost.

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POLICY HISTORY:	
Initial Draft	November 22, 2006
Draft Presentation Review	June 28, 2007
Board Adoption:	April 14, 2011
Board Revision:	June 19, 2014; November 20, 2014 March 17, 2016

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APPENDIX "A"

Description	Fee
Copying Fees	
Black & White Letter Size (8½" x 11") Legal Size (8½" x 14") Tabloid Size (11" x 17") Colour Letter Size (8½" x 11") Legal Size (8½" x 14") Tabloid Size (11" x 17")	.25/side .25/side \$1/side .50/side .50/side \$2/side
Membership Cards/ Barcodes	
Non-Resident Member Fee – Individual Non-Resident Member Fee – Family Lost/Forgotten Cards or Damaged Barcodes	\$30.00 \$50.00 \$2.00
Invigilating/Examination Proctoring Fees	
Per exam/invigilation	\$50.00
Outgoing Fax Service	
Per page; single-sided only Long distance fee	\$1.00 .25 per page