

# Georgina Public Library Board Policy Manual

## Policy Title: Other Rates and Fees

### *Intent*

In order to better serve the citizens of our Town, Georgina Public Library provides some services outside the basic functions of loaning materials and providing reference services. In accordance with the Public Libraries 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. 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.
3. Audio Visual Equipment rentals are available subject to the fees and rates set forth in Appendix "A" of this policy. To rent any equipment, the borrower must have a valid, in-force library card in good standing. Fees for a screen will be waived when borrowed with a projector. Charges will be levied for the late return of equipment.
4. Earbuds for use at the computers are available for purchase at the cost shown in Appendix "A" of this policy. Please note: Earbuds are not available for use on loan, they must be purchased.
5. Maker Space materials are available upon payment of the fees shown in Appendix "B" of this policy.
6. The Library may provide services on behalf of the municipality, such as: ordering of new [blue boxes and green bins](#), purchasing [garbage tags](#), and obtaining [garage sale permits](#) . The responsible Town departments set the rates for these goods and services.
7. Used book sales: branches may provide a small ongoing used book sale of withdrawn or donated material to supplement the Library budget. Library staff determine the cost.

POLICY HISTORY:	
Initial Draft	November 22, 2006
Draft Presentation Review	June 28, 2007
Board Adoption:	April 14, 2011
Board Review:	June 19, 2014; November 20, 2014; March 17, 2016; July 18, 2019; July 20, 2023; February 15, 2024; March 21, 2024

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## APPENDIX "A"

Description	Fee
<b>Copying &amp; Printing Fees</b>	
<b>Black &amp; White</b> Letter Size (8½" x 11") Legal Size (8½" x 14") Tabloid Size (11" x 17") <b>Colour</b> Letter Size (8½" x 11") Legal Size (8½" x 14") Tabloid Size (11" x 17")	\$0.25/side \$0.25/side \$1.00/side \$0.50/side \$0.50/side \$2.00/side
<b>Outgoing Fax Service</b>	
Single-sided only Long distance fee	\$1.00/page \$0.25/page
<b>Audio Visual Equipment</b>	
Projector, each (slide, overhead) Screen, each	\$10.00/day \$5.00/day
<b>Miscellaneous</b>	
Earbuds	\$2.00 each

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## APPENDIX “B”

Description	Fee
<b>Maker Space Fees</b>	
3D Printer - Ultimaker S3	\$0.10/gram of filament
Laser Engraver - Glowforge	Materials provided by the Library: <ul style="list-style-type: none"> <li>• plywood * plus required masking tape * \$10.00/bundle (12" x 19")</li> </ul>
Craft Cutter - Cricut Maker	Materials provided by the Library: <ul style="list-style-type: none"> <li>• heat transfer vinyl \$2.00/sheet * (12" x 10")</li> <li>• permanent vinyl \$1.00/sheet * (12" x 12")</li> <li>• cardstock \$0.50/sheet * (8.5" x 11")</li> <li>• transfer tape \$0.50/sheet * (12" x 10")</li> </ul>
Button Maker	\$0.30/button
Roland BN20A Printer/Cutter	<ul style="list-style-type: none"> <li>• sticker paper \$5.00/linear foot (12" x 20")</li> </ul>
Epson SureColour P8570D 44 Inch Wide-Format Dual Roll Printer	<ul style="list-style-type: none"> <li>• poster paper \$7.00/linear foot (12" x 44")</li> <li>• matte paper \$7.00/linear foot (12" x 44")</li> <li>• photo paper \$8.00/linear foot (12" x 36")</li> </ul>

\* Upon purchase, patron will own the entire piece of material and can use the material for multiple projects.

For spring 2024, machines are free to use if patrons supply their own materials (Glowforge and Cricut Maker only). Materials must be approved in advance of use by Maker Space staff to ensure compatibility with machines; patron must

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make an appointment with Maker Space staff or attend drop-in hours with material in order to have material assessed.

Advance approval by Maker Space staff is required for use of large quantities of materials if materials are being supplied by Georgina Public Library.