

Georgina Public Library Board Policy Manual

Policy Title: Other Rates and Fees

Intent

To enhance service delivery to the Town of Georgina, Georgina Public Library offers services beyond the basic functions of borrowing materials and providing reference services. In accordance with the Public Libraries Act, R.S.O.1990, C.P.44, S23, the Library Board may establish fees for these extended services. Fees are subject to change at any time at the discretion of the Library Board.

Regulations

1. **Photocopying and Printing**
 - Available at all branches. Fees are listed in Appendix A.
2. **Fax service (outgoing only)**
 - Faxing is available for a fee as listed in Appendix A. Customers are responsible for confirming receipt of sent faxes.
3. **Audio Visual Equipment Rentals**
 - AV equipment may be rented with a valid library card in good standing. Fees are in Appendix A. Screen rentals are free when borrowed with a projector. Late fees apply to overdue items.
4. **Earbuds**
 - Earbuds for use at the computers are available for purchase at the rate listed in Appendix A. Earbuds are not available for use on loan and must be purchased.
5. **Maker Space Supplies**
 - Fees for Maker Space materials are listed in Appendix B. Some machines are free to use if patrons supply approved materials (see Appendix B for details).
6. **Municipal Services**
 - The Library may provide services on behalf of the municipality (e.g., garbage tags, blue/green bin orders, garage sale permits). Pricing is set by the appropriate Town department for these goods and services.
7. **Used Book Sales**
 - All branches may hold ongoing book sales of withdrawn or donated material. Prices are set by Library staff.

POLICY HISTORY:	
Initial Draft	November 22, 2006
Draft Presentation Review	June 28, 2007
Board Adoption:	April 14, 2011

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Board Review:	June 19, 2014; November 20, 2014; March 17, 2016; July 18, 2019; July 20, 2023; February 15, 2024; March 21, 2024; May 21, 2025
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APPENDIX "A"

Description	Fee
Copying & Printing 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")	\$0.25/side \$0.25/side \$1.00/side \$0.50/side \$0.50/side \$2.00/side
Outgoing Fax Service	
Single-sided only Long distance fee	\$1.00/page \$0.25/page
Audio Visual Equipment	
Projector(slide/overhead) Screen (Free with projector rental)	\$10.00/day \$5.00/day
Miscellaneous	
Earbuds	\$2.00 each

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APPENDIX “B”

Description	Fee
Maker Space Fees	
3D Printer - Ultimaker S3	\$0.10/gram of filament
Laser Engraver - Glowforge	Materials provided by the Library: <ul style="list-style-type: none"> • plywood * plus required masking tape * \$10.00/bundle (12" x 19")
Craft Cutter - Cricut Maker	Materials provided by the Library: <ul style="list-style-type: none"> • heat transfer vinyl \$2.00/sheet * (12" x 10") • permanent vinyl \$1.00/sheet * (12" x 12") • cardstock \$0.50/sheet * (8.5" x 11") • transfer tape \$0.50/sheet * (12" x 10")
Button Maker	\$0.60/button
Roland BN20A Printer/Cutter	<ul style="list-style-type: none"> • sticker paper \$7.00/linear foot (12" x 20")
Epson SureColour P8570D 44 Inch Wide-Format Dual Roll Printer	<ul style="list-style-type: none"> • poster paper \$7.00/linear foot (12" x 44") • matte paper \$7.00/linear foot (12" x 44") • photo paper \$8.00/linear foot (12" x 36")
Epson EcoTank ET-2800 Sublimation Printer	<ul style="list-style-type: none"> • sublimation printing \$1.00/sheet (8.5" x 11")
Singer SE9180 Sewing and Embroidery Machine	<ul style="list-style-type: none"> • thread \$0.75/1000 stitches
Halo 125 Laminator	<ul style="list-style-type: none"> • laminating sheet \$1.00/sheet (8.5" x 11")

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Notes:

- Customers supplying their own materials for machines may use the machines free of charge. All outside materials must be approved in advance by Maker Space staff for compatibility.
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- A customer must 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.