

## **Purpose**

In accordance with the Public Libraries Act, R.S.O. 1990, Burlington Public Library charges fees for replacement costs of lost and damaged materials, as well as a variety of other services. This policy is to make staff and the community aware of all of the possible charges.

## **Summary:**

- Fees are charged for services such as makerspace, materials replacement, room rentals, printing and photocopying.
- Borrowing privileges for physical materials are suspended as soon an unreturned or damaged item has been billed.
- The Library uses a collection agency to collect overdue accounts that exceed the established threshold. Accounts are not credit reported.

## **Statement of Policy**

Burlington Public Library will not charge fines on overdue materials until January 1, 2022. This is a pilot project with a report due to the Burlington Library Board in June 2021 on the impact of being a 'fines free' library.

Customers will be notified of overdue materials via phone or email. A customer who does not return their materials after 30 days overdue will have their library account charged with a replacement fee. Their library card will remain suspended until the items are returned or are paid for. The Library will pursue overdue accounts with a collection agency. Accounts are not reported to credit firms.

All existing fines and fees are being cleared in December 2020 for a 'fresh start' for all Burlington Public Library customers. Customers are going to be encouraged to "Pay-It-Forward" with a donation to Burlington Public Library.

## **Pay It Forward Fines and Fees**

Customers can pay-it-forward with waived fines or fees at a service desk at any location or online. Customers can pay fines or fees on accounts, other than their own, without the card being present. However, staff may not be able to issue a receipt.

## **Suspension of Borrowing Privileges**

Library Member accounts will be blocked from further loans when an overdue item remains unreturned for 30 days and a replacement fee is billed.

Suspensions only apply to physical borrowing. Digital collections and resources remain accessible.

### Lost/Damaged Materials

Customers who book the Makerspace equipment and supplies are responsible for loss or damage and will be charged associated lost/damaged fees.

Substitutes: Burlington Public Library accepts substitutes for lost or damaged materials (DVDs, books, CDs, games only) in lieu of fees for lost costs. The substituted item must be brand new and in original packaging in order to be accepted.

Interlibrary Loans and Library books: The Interlibrary Loan and Library Book rate is the rate assigned at the time the item is determined lost or missing.

### Cards and other Fees

- Annual Non-resident Fee: \$57

### Exceptions to Standard Fines

- Interlibrary Loan items (ILLO): Some lending libraries charge fines for late items and customers are asked to cover the late fines as well as any fee for an unreturned or damaged item.

### Library Material Lost/Damaged Fees

|                              |  |
|------------------------------|--|
| Book                         | Based on Retail price at time of loss    |
| Book-on-CD                   | \$25.00                                  |
| CD                           | \$15.00                                  |
| Daisy                        | \$5.00                                   |
| DVD                          | \$20.00                                  |
| Express Book                 | \$20.00                                  |
| Express DVD                  | \$20.00                                  |
| Game                         | \$60.00                                  |
| Interlibrary Loan            | Fines and fee apply from partner library |
| Kit (Picture Book; Language) | \$35.00                                  |
| Kit (Book Club)              | \$200.00                                 |
| Kit (Theme)                  | \$50.00                                  |
| Kit(Cognitive)               | \$100.00                                 |
| Magazine                     | \$5.00                                   |
| Reference                    | \$35.00                                  |
| Vox Book                     | \$30.00                                  |
| eReader                      | \$200.00                                 |

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|--------------------------------|------------|
| iPad mini                      | \$400.00   |
| Fitbit                         | \$200.00   |
| Launchpad                      | \$100.00   |
| Chromebook                     | \$400.00   |
| MacBook                        | \$1,600.00 |
| Royal Botanical Gardens Pass   | \$130.00   |
| Museums of Burlington Pass     | \$60.00    |
| Art Gallery of Burlington Pass | \$110.00   |
| Conservation Halton            | \$135.50   |

### Printing and Makerspace Fees

Customers are required to use Library-supplied materials for print and Makerspace services, to reduce damage to equipment. Exceptions are allowed for some items i.e. fabric, thread for sewing and embroidery and vinyl/veneer and paper for Cricut.

New makerspace services are added from time to time. Fees for new additions will be consistent with other rates in this policy and must cover Library costs.

#### Laser Cutter:

- \$5/every 30 minutes of laser cutting time
- 1/8" Birch Plywood (1' x 2') = \$4.00
- 3mm Acrylic: White, Black, Clear (1' x 1') = \$5
- 3mm Acrylic: Yellow, Blue, Red, Green (1' x 1') = \$6
- 3mm Acrylic: White, Black, Clear (1' x 2') = \$10
- 3mm Acrylic: Yellow, Blue, Red, Green (1' x 2') = \$12
- Double Thickness Mylar (8.5" x 11") = \$2
- Low Odour Laser Rubber (8.5" x 12") = \$18
- Low Odour Laser Rubber (8.5" x 6") = \$9

#### Vinyl Cutter and Vinyl Printer:

- Use of the vinyl printer: \$2.00/cc of ink used + the vinyl required (see Materials below). Vinyl to be used in the vinyl printer must be purchased from BPL.
- Coloured Vinyl for Cutting: White, Black, Blue, Copper (22" Wide) = \$2/linear foot
- Transfer Paper for Cut or Printed Vinyl = \$1/linear foot
- Glossy White Vinyl for Printing (18" Wide) = \$2/ linear foot
- Heat Transfer Vinyl for Printing – Includes Transfer Paper (18" Wide) = \$6/linear foot

### Embroidery Machine

- An initial job fee of \$4 for the first 10,000 stitches as well as an additional \$2/every 5000 stitches (or part thereof).
- For backing material, there is a cost of \$0.25 per pre-cut square or \$0.50 per linear foot cut from the roll

### Sewing Machine/Serger

- There is no cost for using the sewing machines, though we recommend bringing thread as the library's colour selection is limited.
- There is no cost for using the serger however there are limited colours of thread in stock.
- Bobbins: \$1/bobbin
- Needle Replacement: \$4

### Printing, Photocopying, Scanning & Faxing Service:

- 3D Printing: Currently no charge
- 20¢ Black & White Letter (single-sided copy)
- 30¢ Black & White Duplex (double-sided copy)
- 40¢ Colour Letter (single-sided copy)
- 60¢ Colour Duplex (double-sided copy)
- Faxing is possible from a black & white printer at Central 2nd floor, New Appleby, and Tansley Wood branches. Faxes cannot be received at these machines. Fax cost: \$1.25/page
- You can scan documents directly to email using the printer at no charge.

### **Program Room & Space Rental Fees**

Rooms are available for public rental at Central, Aldershot, Alton, Brant Hills, New Appleby, and Tansley Woods branches. All rates include HST and insurance.

#### Central Library – Centennial Hall

40-120 person capacity (depending on chosen layout)

Regular Rate: 4hrs: \$153; 8Hrs: \$295

Not-for-Profit Rate: 4hrs: \$107; 8hrs: \$207

#### Central Library – Frank Rose Room

15 person capacity

Regular Rate: 4hrs: \$96; 8Hrs: \$181

Not-for-Profit Rate: 4hrs: \$67; 8hrs: \$127

Central Library – Holland Room

20-25 person capacity (depending on chosen layout)

Regular Rate: 4hrs: \$118; 8Hrs: \$225

Not-for-Profit Rate: 4hrs: \$83; 8hrs: \$158

Central Library – Ron Ness Training Room

9 person capacity

Regular Rate: 4hrs: \$118; 8Hrs: \$225

Not-for-Profit Rate: 4hrs: \$83; 8hrs: \$158

Central Library – Small Meeting Room

4 person capacity

Regular Rate: Hourly at \$23 with a minimum rental of 1 hour

Not-for-Profit Rate: Hourly at \$16 with a minimum rental of 1 hour

Aldershot Library – Program Room

15-25 person capacity (depending on chosen layout)

Regular Rate: 4hrs: \$87; 8Hrs: \$163

Not-for-Profit Rate: 4hrs: \$61; 8hrs: \$114

Alton Library – Program Room

20 - 50 person capacity (depending on chosen layout)

Regular Rate: 4hrs: \$118; 8Hrs: \$225

Not-for-Profit Rate: 4hrs: \$83; 8hrs: \$158

Brant Hills Library – Program Room

15-25 person capacity (depending on chosen layout)

Regular Rate: 4hrs: \$87; 8Hrs: \$163

Not-for-Profit Rate: 4hrs: \$61; 8hrs: \$114

New Appleby Library – Program Room

15-25 person capacity (depending on chosen layout)

Regular Rate: 4hrs: \$87; 8Hrs: \$163

Not-for-Profit Rate: 4hrs: \$61; 8hrs: \$114

Tansley Woods Library – Program Room

20-50 person capacity (depending on chosen layout)

Regular Rate: 4hrs: \$118; 8Hrs: \$225

Not-for-Profit Rate: 4hrs: \$83; 8hrs: \$158

Effective Date: December 2020

Projected Review Date: 2023

Motion #/Date: #

Amended Dates:

#20-86, Nov. 19, 2020

Associated Policies: Borrowing Policy; Room Rental Policy