

Fees & Charges Policy

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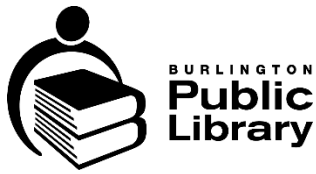
Purpose

To inform staff and customers of all fees and charges that may be issued by Burlington Public Library (the Library).

Scope

In accordance with the Public Libraries Act, R.S.O. 1990, fees may be imposed by a library board as follows:

1. NO fees may be charged for admission to a public library.
2. NO fees may be charged for borrowing of collection and reference materials.
3. Fees may be charged for other services, not referred to in 1 & 2 above.
4. Fees may be charged for use of spaces that are not being used for library purposes.
5. Fees may be charged for use of the library by persons that do not reside in the board's jurisdiction (non-resident fee).
6. Fines/replacement fees may be imposed for late/damaged/lost collection materials.



Statement of Policy

Burlington Public Library does not charge fines for overdue materials, but does impose replacement fees, fees for space rental, and fees for services such as printing and use of MakerSpace equipment. Additional services, spaces, equipment, or materials may become available from time to time. Fees for new additions will be consistent with the rates in this policy and must cover Library costs.

Lost or Damaged Materials

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 as detailed below and their library card will be suspended until the items are returned or paid for. A collection agency will be used to assist in the collection of overdue accounts; however, the accounts will not be reported to credit agencies. When a library card is suspended customers are still able to access digital collections and resources.

The Library will accept substitutes for lost or damaged materials/equipment in lieu of replacement fees when the substituted item is brand new and in original packaging.

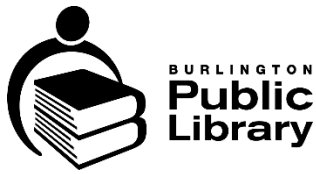
Replacement fees for Interlibrary Loan materials will be assigned by the lending institution. Replacement fees are based on the retail value of the individual item at the time of loss, except for the fixed replacement fees identified below:

Book Kits & Other

- Magazine – \$5
- Board Game or Puzzle – \$35
- Kit – Children’s Reader – \$10
- Kit – Picture Book or Language – \$140
- Kit – Teen/Juvenile Series – \$50
- Kit – Cognitive or Theme – \$200
- Kit – Sensory – \$150
- Kit – Book Club – \$250
- Kit – Birds – \$400

Technology

- Radon Detector – \$130



- Launchpad, eReader or Fitbit – \$200
- WIFI Hotspot – \$225
- CO2 Monitor – \$375
- C-Pen Reader – \$380
- Chromebook – \$400
- MacBook – \$1,600

Cultural Passes

- Museum Pass – \$60
- Art Gallery Pass – \$110
- RBG Pass or Hamilton Art Gallery Pass – \$130
- Conservation Halton Pass – \$135.50
- Ontario Parks Pass – \$225.00
- City of Burlington Live and Play Pass – \$312.90

MakerSpace

Customers must use Library-supplied materials for MakerSpace services except as identified below. Customers who book the MakerSpace equipment are responsible for costs associated with damage or misuse of the equipment. New MakerSpace services and materials are added from time to time.

Laser Cutter

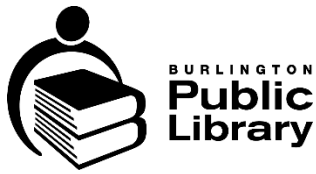
- \$5.00 per 30 minutes plus cost of materials
- 1/8" Birch Plywood - \$9.75 per 1-foot by 2-foot piece
- 3mm Acrylic - \$15.00 per 1-foot by 2-foot piece
- Low odour laser rubber - \$35.30 per 8.5-inch by 12-inch piece

3D Printing

- \$2.50 per 30 minutes; PLA filament supplied by Library

Vinyl Cutter & Printer

- \$2.00 per linear foot of vinyl for cutting
- \$1.00 per linear foot of transfer paper
- \$4.25 per linear foot of permanent or static cling vinyl
- \$5.25 per linear foot of wall flair vinyl or paper adhesive
- \$7.65 per linear foot of canvas for printing
- \$11.65 per linear foot of heat transfer vinyl for printing



Large Format Printer

- \$13.55 per linear foot of gloss or satin photo paper

Embroidery Machine

- \$2.00 for every 5000 stiches or part thereof

Button Maker

- \$0.25 per pin-back button
- \$0.80 per magnet-back button

Sewing Machine & Serger

- No fee – customers supply thread but use Library supplied needles

Printing, Photocopying, Scanning & Faxing Services

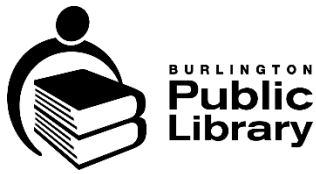
- Black & white single sided - \$0.20 per page
- Black & white double sided - \$0.30 per page
- Colour single sided - \$0.40 per page
- Colour double sided - \$0.60 per page
- Outgoing Fax at Central, New Appley and Tansley Woods - \$1.25 per page
- Scan to email – no charge

Community and Event Space

Rooms are available for public rental at Central, Aldershot, Alton, Brant Hills, New Appley, and Tansley Woods branches. All rooms include tables, chairs, whiteboard, smart TV, and Wi-Fi. Some rooms include additional equipment as listed below. Customers are responsible for room setup except when renting Centennial Hall, Frank Rose, Ron Ness, and Small Meeting rooms at Central Branch. All rates include HST and liability insurance.

Central Branch - Centennial Hall

- Hourly – Regular \$40.00
- Hourly – Non-profit \$28.00
- Minimum 4-hour rental
- Maximum capacity – 120
- Includes projector & screen, podium, sound system, no whiteboard, no smart TV



- Library staff prepare room set-up per request detailed in booking system

Central Branch Rooms – Special Equipment

- Hourly – Regular \$31.00
- Hourly – Non-Profit \$21.70
- Holland Room
 - maximum capacity – 15
 - includes hybrid meeting technology
- Frank Rose Room
 - maximum capacity – 15
 - includes hybrid meeting technology, boardroom style table & chairs
- Ron Ness Training Room
 - maximum capacity – 9
 - includes 8 computer stations, viewing screen, printer

Alton & Tansley Woods Branch Rooms

- Hourly – Regular \$31.00
- Hourly – Non-Profit \$21.70
- Maximum capacity – 50

Aldershot, Brant Hills & New Appleby Branch Rooms

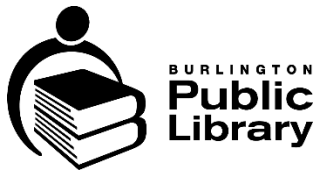
- Hourly – Regular \$23.00
- Hourly – Non-Profit \$16.10
- Maximum capacity – 25

Central Branch Small Meeting Room

- Hourly – Regular \$19.00
- Hourly – Non-Profit \$13.30
- Maximum capacity – 5

Other Fees

- Cancellation fee – \$15 for all cancellations
- No refund if cancelled with less than 48 hours notice
- Cleaning fee – \$20 if room is left in a messy condition
- Late fee – \$20 if customer stays beyond booking time



Programs & Special Events

Programs offered by the Library are typically free of charge; however, some programs or special events may require an admission fee. Fees will vary per event and be set using a cost recovery approach.

Non-Resident

An annual fee of \$63.00 is charged to users of the Library who do not live, work, study, or pay property taxes in Burlington. Reciprocal borrowing agreements with Oakville, Milton, Halton Hills, and Hamilton public libraries provide access to BPL's collections without charging a non-resident fee, although some restrictions may apply due to licensing agreements.

How to Pay Fees

Fees can be paid in person at any branch by cash, cheque, debit, or credit. Room rental fees must be paid by credit card at the time of reservation through room booking software.

- Effective Date: December 2020
- Projected Review Date: 2024
- Motion #/Date: #20-86, Nov. 19, 2020
- Amended Dates: #22-14, Mar. 24, 2022; #23-31, Jun. 22, 2023
- Associated Policies: Borrowing Policy, Community and Event Space Rental Policy