

Purpose

The purpose of this policy is 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.

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 in the chart below. 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 firms.

When a library card is suspended, only access to physical materials is blocked. Customers are still able to access digital collections and resources.

The Library will accept substitutes for lost or damaged materials (DVDs, books, CDs, games) in lieu of replacement fees when the substituted item is brand new and in original packaging.

The following replacement fees are fixed and do not vary based on the retail value of the individual item.

Item	Fee
DAISY	\$5.00
Magazine	\$5.00
Kit - Picture Book; Language	\$35.00
Kit – Book Club	\$250.00
Kit - Theme or Teen/Juvenile Series	\$50.00
Kit - Cognitive	\$100.00
Kit - Children's Reader	\$10.00
Vox Book	\$30.00
Launchpad	\$150.00
eReader	\$200.00
Fitbit	\$200.00
iPad Mini	\$500.00
Chromebook	\$400.00
MacBook	\$1,600.00
WIFI Hotspot	\$225.00
Museum Pass	\$60.00
Art Gallery Pass	\$110.00
RBG Pass	\$130.00
Conservation Halton Pass	\$135.50
Ontario Parks Pass	\$225.00
City of Burlington Live and Play Pass	\$312.90

The following replacement fees are averages, the actual amount charged will vary based on the retail value of each individual item.

Item	Fee
Large Print Paperback	\$38.00
Large Print Hardcover	\$47.00

Item	Fee
Adult and Young Adult Fiction & Non Fiction Paperback	\$25.00
Adult and Young Adult Fiction & Non Fiction Hardcover	\$36.50
Adult and Young Adult Graphic Novel Paperback	\$21.50
Adult and Young Adult Graphic Novel Hardcover	\$35.50
Juvenile Graphic Novel Paperback	\$16.00
Juvenile Graphic Novel Hardcover	\$25.00
Children's Picture Book	\$23.00
Children's Board Book	\$11.50
Children's Reader Book	\$7.00
Reference Books	\$75.00
DVD	\$24.50
Blu-ray	\$29.00
Video Game	\$72.00
Interlibrary Loan Material	Set by partner library

Makerspace

Customers must use Library-supplied materials for print and Makerspace services, to reduce damage to equipment. Exceptions are allowed for some items: fabric, thread for sewing and embroidery, and approved materials for the laser cutter.

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

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

Equipment	Fee (including HST)	Description
Laser Cutter	\$5.00	Per 30 minutes
	\$7.75	1/8" Birch Plywood (1' x 2')
	\$6.30	4mm Birch Plywood (1' x 2')
	\$12.30	3mm Acrylic: Clear (1' x 2')
	\$13.05	3mm Acrylic: Black (1' x 2')
	\$11.85	3mm Acrylic: White (1' x 2')
	\$14.55	3mm Acrylic: Yellow, Blue, Red, Green (1' x 2')

Equipment	Fee (including HST)	Description
	\$26.25	Low Odour Laser Rubber (8.5" x 12")
3D Printing	\$2.50	Per 30 minutes; PLA filament supplied by BPL
Vinyl Cutter & Printer	\$2.00	per cc of ink used + materials used
	\$2.00	per linear foot of vinyl for cutting (white, black, blue, copper; 22" wide)
	\$1.00	per linear foot of transfer paper for standard cut or printed vinyl
	\$4.25	per linear foot of standard vinyl for printing (white, clear, matte or glossy)
	\$11.65	per linear foot of premium vinyl for printing (heat transfer)
Large Format Printer	\$13.55	per linear foot of gloss and satin photo paper
Embroidery Machine	\$4.00	for first 10,000 stitches
	\$2.00	for every 5,000 stitches (or part thereof) after
Sewing Machine & Serger	No fee	customers may bring own thread but must use BPL-provided needles

Printing, Photocopying, Scanning and Faxing Services

Type of Activity	Black & White	Colour
Printing & Copying, Single Sided	20¢	40¢
Printing & Copying, Double Sided	30¢	60¢
Faxing per page*	\$1.25	Not available
Scan to email	No cost	No cost

Faxing is only available at Central, New Appleby and Tansley Woods. Faxes cannot be received at these machines.

Community & Event Space

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

A fee of \$15.00 will be charged for all cancellations and a \$20.00 fee will be charged when a space is not left in a clean condition, or when users remain beyond the specified end time or delay the closing of the library.

New spaces may become available for rental from time to time. Fees for new additions will be consistent with other rates in this policy.

Room	Regular Hourly Rate	Non-Profit Hourly Rate	Capacity (depends on layout)	Included in price
Central Centennial Hall Minimum 4-hour rental	\$39.00	\$27.00	40-180	tables, chairs, projector and viewing screen, podium, sound system, WIFI, liability insurance, HST, BPL prepares set up per request
Central Frank Rose Room	\$30.00	\$21.00	15	boardroom table, chairs, WIFI, smart TV, hybrid meeting technology, liability insurance, HST; set layout
Central Holland Room	\$30.00	\$21.00	12-15	tables, chairs, whiteboard, WIFI, smart TV, hybrid meeting technology, liability insurance, HST, set layout
Central Ron Ness Room	\$30.00	\$21.00	9	eight (8) computer stations, viewing screen, printer, WIFI, liability insurance, HST, set layout
Central Small Meeting Room	\$18.00	\$13.00	4	table, chairs, smart TV, WIFI, liability insurance, HST, set layout
Aldershot Program Room	\$22.00	\$15.00	10-25	tables, chairs, whiteboard, smart TV, WIFI, liability insurance, HST
Alton Program Room	\$30.00	\$21.00	14-40	table, chairs, whiteboard, smart TV, WIFI, liability insurance, HST
Brant Hills Program Room	\$22.00	\$15.00	10-25	table, chairs, whiteboard, smart TV, WIFI, liability insurance, HST
New Appleby Program Room	\$22.00	\$15.00	10-25	tables, chairs, whiteboard, smart TV, WIFI, liability insurance, HST
Tansley Woods Program Room	\$30.00	\$21.00	16-50	tables, chairs, whiteboard, smart TV, WIFI, liability insurance, HST

Programs and 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 \$57.00 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; 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. Payment by credit card may also be made by phone.

Effective Date: December 2020

Projected Review Date: 2025

Motion #/Date: #20-86, Nov. 19, 2020

Amended Dates: #22-14, Mar. 24, 2022

Associated Policies: Borrowing Policy, Community and Event Space Rental Policy