



Loan Periods and Fees for Services

Policy Type: **Operational**

Policy Number: **OP-03**

Approval date: **June 12, 2018**

1. Purpose

In accordance with the *Public Libraries Act, R. S. O 1990, chapter P 44 S (3-4)*, the North Perth Public Library Board makes rules for the use of library materials, charges for certain services in the library, and imposes fines.

The charts below set out these loan rules, charges, and fines.

Membership is suspended when charges exceed \$10 and will be re-instated when all outstanding accounts are settled.

2. Library Materials

Item	Maximum Number of Items per User	Loan Period	Maximum Number of Renewals	Overdue Fines	Maximum Fines
Books	No max	3 weeks	3	.25/day	\$5.00 per children's item \$10.00 per adult item
AudioTapes/CD, Music CD	No max	3 weeks	2	.25/day	\$5.00 per children's item \$10.00 per adult item
Periodicals	No max	1 week	2	.25/day	\$5.00 per children's item \$10.00 per adult item
Videos/DVD	No max	1 week	2	\$1.00/day	\$5.00 per children's item \$10.00 per adult item
Xpress Loans	2	1 week	0	\$2.00/day	\$10.00 per item

3. Service Charges

Item	Fee
Photocopies (includes HST)	25 per page (black and white) .90 per page (colour)
Printing (includes HST)	.25 per page (black and white) .90 per page (colour)
Fax (includes HST)	\$1.70 per page
Replacement of lost/damaged items	value of item + \$5 processing fee
Replacement library cards	\$5.00
Library Program Room Rental and Exam Proctoring (includes HST)	\$25.00/day
Library Program Room Rental-Non Profit Organization	No charge