

Lib-03-005

Section: Library Facilities

Title: Fees and Fines

Approval Signature: _____
_____, Chair, Tofield Library Board
Latest Revised Date: _____

1. The Tofield Municipal Library has a fee structure for certain services, memberships, and materials to cover the costs incurred.
2. Services:
 - a. Telephone calls will be allowed free of charge.
 - b. Scanning services are free, as there are no additional charges to the library.
 - c. Printing and Photocopying are available at the library. See tofieldlibrary.ca for rates.
 - d. Faxing is no longer available at the Tofield Municipal Library.
 - e. Invigilator/Exams will be offered during library open hours. Fees for the supervision of exams are \$20 for a three-Hour Exam and \$10 for each additional hour.
 - f. Programs are free of charge for regular programs in the library. Any enhanced exceptions will be at the discretion of the board.
 - g. Membership fees are listed on tofieldlibrary.ca
 - h. The library may revoke a membership who is in default (policy Lib-02-006).
3. Materials
 - a. Patrons are responsible for all materials charged out on their membership. It is the member's responsibility to ensure the items are returned on time. (See also policies Lib-02-005 and Lib-03- 003).
 - b. The library will not charge for late fees.
 - c. If the patron fails to pay the required fees or fails to return to the library the damaged, or lost library materials, the Library Manager, shall take whatever action is considered necessary to recover overdue Library materials or the cost of those materials.
 - d. Damaged Material:
 - i. When materials are returned to the library damaged, a fee will be levied for the repair or replacement of the damaged materials.
 - ii. Any major damage that involves either repair or replacement will have a charge levied of the cost of the repair or replacement to the patron.
 - iii. The extent of the damage will be determined by the library manager.
 - e. Lost Items
 - i. An item is considered "lost" one month after the due date.
 - ii. Patrons will be charged the replacement cost of the material lost.
 - iii. When unpaid charges on damaged or lost items reach a total of \$10.00 or more, the responsible patron will have their library privileges suspended until the outstanding charges have been paid in full.
 - iv. If the item is found the library manager will return the replacement amount.