



Whitby Public Library

Fees Policy

Policy Type:	Public
Authority/Created:	Library Board
Date Created:	April 19, 2006
Date Reviewed:	November 20, 2024

Purpose

A schedule of Fees is set to cover costs associated with certain services. The Library sets fees for materials sold by the Library at the level of cost recovery.

Fees

Item	Charge
3D printing	50¢ per 15 min (rounded up)
Buttons	20¢ 1", 30¢ 2.25"
Cardstock	40¢ 8.5"x11", 50¢ 12"x12"
Earphones	\$3.00
High resolution Archives digital image – email	\$5.00 (up to 5 images), then \$2 per image
High resolution Archives digital image – USB	\$15.00 (up to 5 images), then \$2 per image
Laminator pouches	20¢ 3.5"x5.5", 50¢ 8.5x11", 75¢ 8.5"x14"
Library bags	\$2.00 or 3 for \$5.00
Library card replacement	\$2.00

Lost item transaction fee	\$1.00
Non-Durham resident annual membership	\$45.00
NSF cheque	\$45.00
Photo prints – 4x6	30¢ per print
Photo prints – 5x7	80¢ per print
Photo prints – 8.5x11	\$1.15 per print
Printing and photocopying—black and white	20¢ per page
Printing and photocopying—colour	50¢ per page
Printing—large-format printer	\$3.00 per foot + \$1.00 per ml of ink
Transfer tape	1.50 per 12"x12" sheet
USB storage device	\$15.00
Vinyl	\$2.00 per 12"x12" sheet

Replacement Costs

Materials lost, damaged, or not returned are subject to replacement costs, plus a \$1.00 lost item transaction fee. Replacement costs will be charged based on cost to the Library for those materials.

Blocks on Patron Accounts

Borrowing privileges are suspended when outstanding charges total \$20 or more. Outstanding accounts with \$50 or more owing will be sent to a collection agency and a \$15 non-refundable administration fee will apply.

Staff Authority

The CEO or designate may set fees for new services introduced between policy review periods. Additionally, if the Library's cost to purchase an item increases by 20% or more, the fee charged to users will be raised to reflect this change and ensure cost recovery.