



2010 LIST OF LIBRARY FEES

(All fees include G.S.T. unless otherwise stated.)

Approved by the Sault Ste. Marie Public Library Board
Date: December 14, 2009

PARTICULAR	PRICE	APPROVED/UPDATED
Audio Visual Hardware Rental Rates		
Overhead Projector	\$10 + GST	October 1989
Screen	\$ 5 + GST	October 1989
<i>NOTE: All rates are on a 'per-day' basis; City Departments, including the EDC are excluded from A.V. rental fees</i>		
Bags		
Canvas Bags	\$9.50 or 2 for \$18.00	December 2002
Zipper Tote Bags	\$14.00	September 2007
Computer CDs/DVDs	\$2.00	December 2007
Computer Scans		
Regular scans	\$2.00/disk \$2.00/scan image	January 1996
Scans on photographic paper	\$5.00/scanned image	January 2007
Damaged or Lost Items	<i>Cost of item to the library plus a \$5.00 replacement fee (except on paperbacks, magazines, and pamphlets). Overdue charges apply if returned late.</i>	
Replacement costs for items originally donated to the library (adult and juvenile material):		
Book Jacket	\$5.00	
Cassette Cases	1.00	
Cassettes	10.00	
CDROM	25.00	December 2004
Compact Disks	10.00	December 2009
Diskettes	5.00	December 2002
DVDs	15.00	December 2009
Hardcover books	20.00	
Jewel Boxes – CD Container	3.00	December 1998
Magazines	5.00	December 2005
Pamphlets	2.00	
Paperback	5.00	
Plastic media bags (book/cassette packages)	1.50	
Softcover books	15.00	
Video Container, Book Cassettes, Book on CD/DVD	2.00	
Videos	20.00	

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Digital Publishing Lab Rental	\$10 per hour	December 2002
Envelopes	\$0.50 – regular envelopes \$1.00 – 9”x12” envelopes	January 1996 December 2004
Exchange Rate of U.S. Dollars	As per rate provided by City Hall	Annually
Exam Proctoring	\$30.00 per exam	December 2005
Fax	No charge if part of reference service; \$1 per page for clubs or organizations using the library’s fax machine	December 2004
Institutional Memberships	Free for Sault Ste. Marie organizations; \$50.00 per year if the organization is from outside the city (non-resident)	April 1992
Interlibrary Loans		
Note: \$2.00 Administrative (handling) Fee on interlibrary loan requests, including microfilms, was removed effective January 1, 2009.		
Books and Photocopies	Amount of fee charged by the lending library (if applicable)	December 1997
Internet & Multimedia Copies	\$0.25 per copy	November 1999
U.S. Census Loans	\$10.00 per reel, payable in advance	December 1997
Photocopies – from OLS North	Up to 10 pages: Free 10-20 pages: \$4.00 Over 20 pages: \$0.20/page	
Library Cards	See Membership Cards	
Lost Items	See Damaged Items	
Membership Cards	\$3.00 fine for both adult and children replacement membership cards (includes seniors)	January 1996
Microprints	\$0.60 per print; all sizes	January 1995
NSF Cheques	\$25.00 charge	March 2008

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Non-Resident Memberships		
Adults	\$30.00	December 2004
Seniors	\$20.00	December 1997
Students (post-secondary)	\$20.00	December 1997
Students (up to Grade 12)	Free	November 1992
Ontario Works Adult Literacy Students	Free	June 2008
Monthly Membership	\$10.00 a month	June 1989
Overdue Circulating Fines		
<i>NOTE: No overdue fines are charged to senior citizens (age 60+), talking book patrons, library board members, library employees, city department heads, and members of City Council</i>		
<i>NOTE: Overdue charges apply to damaged items if they are returned overdue.</i>		
Books and Audio Material Adult	\$0.25/day to max \$10/item	January 1996
Books and Audio Material Juvenile	\$0.10/day to max \$2.50/item	
	<i>No Maximum charge per group of items</i>	
Videos/DVDs Adult/Juvenile	\$2.00/day to max of \$10/video	January 1996
	<i>No Maximum charge per group of items</i>	
Government Publications	<i>Same as Reference Books</i>	
Reference Books Adult	\$2.00/day to same maximum as circulating books	January 1996
Interlibrary Loans	\$2.00/day to a max \$20/book	January 1996
Overhead Transparencies		
	\$1.00 each	January 1996
Photocopies		
	\$0.20/copy	August 1993
	\$0.20/copy for enlargements and reductions	
	\$0.20/side for 2-sided copy	
	\$0.25/copy for 11"x 17"	1992
Photo-reproductions (Archival Copies)		
	Cost of reproduction plus \$5 handling fee/order (not per photo)	December 1997
Printing		
	\$0.25/copy from computer & multimedia	December 2001
Refunds		
	<i>When a patron is receiving a refund for returning an overdue library item previously declared lost and paid for, the amount of the fine will be deducted from the refund</i>	May 1986

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Registration for Library Programs		
Pre-School Story Time	\$20 per child (Fee waived in 2008. Program sponsored by Zonta)	January 1996
Books and Bites	Free	2002
March Break Programs	Free	December 2008
P.A. Day Programs	Free	December 2008
Christmas Programs	Free	December 2008
Bon Soo Programs	Free	December 2008
Summer Programs	Free	December 2008
Family Storytime	Free. Program sponsored by Community First Credit Union	Fall 2005
Saturday Story & Craft Hour	Free. Program sponsored by Community First Credit Union	December 1997
Drop-In Story Time	Free	December 1997
Sandman Storytime	Free	December 2001
Adult Book Club	\$20 per session	December 2004
Children's Reading Club	Free	December 2002
Babytime	\$20 per child (Fee waived. Program sponsored by Kiwanis Club)	December 2003
Teen Programs	Free	December 2008
Toddler Time	\$20 per child per program (Fee waived. Program sponsored by Cambrian Nissan)	January 1996

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Renewal of Interlibrary Loans	See Interlibrary loans	
Research	\$30.00 per hour	December 2000
	<i>Cost includes one copy of the research. Minimum of one hour will be charged whether information is found or not. Photocopy charges apply on additional copies of the research.</i>	
Reserve Items	\$1.00 fine for patrons failing to pick-up an item that has been placed on reserve	January 1996
	<i>Patron may still cancel a reserve at any time, prior to the item being placed aside for them, without penalty</i>	
Senior Discounts - 60 years of age and older	No overdue circulating fines	December 2000
	<i>Seniors are liable for all other service charges: replacement membership cards, etc.</i>	
Transient Library Cards	See Non-Resident Memberships – Monthly Membership	
Transparencies	See overheads	
Paper	\$0.20 per sheet	January 1995
Videotapes (City Council Tapes)	\$10.00 + GST for copying of tape or DVD; patron must supply a blank tape or DVD for copying	December 1989