



Town of Drayton Valley Library Board **Bylaws DVLB-2021-01**

SCHEDULE E – FEES FOR SERVICE AND RESOURCE LENDING

The fees set out in this Schedule are the maximum amounts that can be charged to patrons.

Service & Sale Fees:

Description	Details	Definition	Fee
Earbuds	Bookshop- Sale Item	(Supplies)	\$2.50 per item
USB Flash-Drive	Bookshop- Sale Item	(Supplies)	\$10.00 per item
Copying/ Printing	Black & White:	(Supplies)	\$0.25 per page
	Colour:	(Supplies)	\$1.00 per page
Faxing	Outgoing:	(Provider/ Supply)	\$2.00 first page
	Incoming:	(Provider/ Supply)	\$1.00 first page
	Added pages	(Outgoing/ Incoming):	\$0.25 per page
Laminating	Full sheet (8.5 x 11"):	(Supplies)	\$2.00 per page
	Certificate wallet-size	(Supplies)	\$1.00 per page
3-D Printing	Any colour filament	(Supplies)	\$0.10 per gram
Public Lockers	Padlock	(Supplies)	\$1.00 deposit
Exam Invigilation*	Under 2 hours	(Administrative)	\$25.00 per exam
	Over 2 hours	(Administrative)	\$50.00 per exam
Facility Use**	Non-Profit Groups & Private Individuals		
	Small Meeting Room	(During Business Hours)	Free
		(Outside of Business Hours)	\$30.00 per hour
	Large Program Room	(During Business Hours)	Free
		(Outside of Business Hours)	\$30.00 per hour
	For-Profit Groups & Private Sector Companies		
	Small Meeting Room	(During Business Hours)	\$25.00 per hour
		(Outside of Business Hours)	\$50.00 per hour
	Large Program Room	(During Business Hours)	\$50.00 per hour
		(Outside of Business Hours)	\$100.00 per hour

Notes on Service Fees:

* **Exam Invigilation** must be booked at least one full week in advance. Fee must be paid before the student writes the exam unless otherwise agreed to by library staff invigilating the exam. When the student pays exam fees to an institution, that institution will be invoiced directly for the full scheduled booking time.

** **Facility Use Fees** include the use of projectors, monitors and other presentation equipment. Bookings must be made at least one full week in advance. Fee must be paid at the time of booking.

Waiving Service Fees:

1. Service fees may be waived in whole or in part at the discretion of the Director or designate.
2. Fees are not waived for private business functions where admission is charged, or products sold.

Equipment Rental Fees for Off-Premises Lending:

<u>Item Description</u>	<u>Replace Cost</u>	<u>Deposit (Refundable)</u>	<u>Fee/ Loan Period</u>
DVD Player (w/ remote) [‡]	\$50.00	\$5.00	\$2.00 per day
LCD Projector (w/ cables) [‡]	\$200.00	\$20.00	\$5.00 per day
E-Cent Kit (multiple components) [‡]	\$500.00	\$20.00	Free 7-day loan
DAISY Victor Reader ^{**}	\$500.00	\$20.00	Free 1-year loan

Notes on Equipment Lease Fees:

[‡] A waiver form must be used for off-premises borrowing of equipment.

^{**} Intended for long-term loan to patrons with special service needs, alternate reading abilities or senior's lodge residents or those with mobility (library access) restrictions.

Waiving Equipment Fees:

1. Equipment Lease fees may be waived in whole or in part at the discretion of the Director or designate.
2. Fees are not waived for businesses leasing equipment for use at events where admission is charged.

FOIPP Request Fees:

The Drayton Valley Library Board will take steps to manage FOIP requests and keep the personal information in its care confidential, except when required by law.

1. The Library Director is designated as head of the public body for the purposes of the FOIPP Act.
2. The fees set out in this Schedule are the maximum amounts that can be charged to applicants.

<u>Description / Details</u>	<u>Fee</u>
Initial application fee including GST	\$25.00
For locating and retrieving a record	\$5.00 per ¼ hour
For preparing and handling records for disclosure	\$5.00 per ¼ hour
For supervising the examination of a record	\$5.00 per ¼ hour
Photocopying	\$0.25 per page
For shipping a record or a copy	Actual amount incurred
For copying a record in electronic, audio or video formats	Actual amount incurred