

**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:**

<b>Fee Type</b>	<b>Details</b>	<b>Description</b>	<b>Fee</b>
<b>Earbuds</b>	Bookshop- Sale Item	(Supplies)	\$2.50 per item
<b>USB Flash-Drive</b>	Bookshop- Sale Item	(Supplies)	\$10.00 per item
<b>Copying/ Printing</b>	Black & White:	(Supplies)	\$0.25 per page
	Colour:	(Supplies)	\$1.00 per page
<b>Faxing</b>	Outgoing:	(Provider/ Supply)	\$2.00 first page
	Incoming:	(Provider/ Supply)	\$1.00 first page
	Added pages:		\$0.25 per page
<b>Laminating</b>	Full sheet (8.5 x 14"):	(Supplies)	\$2.00 per page
	Certificate wallet-size	(Supplies)	\$1.00 per page
<b>3-D Printing</b>	Any colour filament	(Supplies)	\$0.10 per gram
<b>Public Lockers</b>	Padlock	(Supplies)	\$1.00 deposit
<b>Exam Invigilation*</b>	Under 2 hours	(Administrative)	\$25.00 per exam
	Over than 2 hours	(Administrative)	\$50.00 per exam
<b>After-Hours Facility Use</b>		(Staffing)	\$30.00 per hour

\* **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 the Library staff invigilating the exam.

**Equipment Rental Fees for Off-Premises Lending\*\*:**

<b>Item Description</b>	<b>Fee/ Loan Period</b>	<b>Deposit</b>	<b>Replace Cost</b>
<b>DVD Player (with remote):</b>	\$5.00 <i>per day</i>	\$20.00	\$100.00
<b>LED Projector**</b>	\$10.00 <i>per day</i>	\$50.00	\$250.00
<b>DAISY Victor Reader**</b>	No Fee/ <i>Indefinite</i>	\$75.00	\$500.00

\*\* 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.

**FOIPP Request Fees:**

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

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

**Waiving Service and Equipment Fees:**

1. Equipment rental fees may be waived in whole or in part at the discretion of the Library Director or designate.
2. Fees are not waived for businesses, private functions, or events for which admission is charged.

**Schedule E Effective as of April 1, 2019**