

**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

\* **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.

**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

\*\* **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.

**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 (w/ remote)†</b>	\$5.00 <i>per day</i>	\$20.00	\$100.00
<b>LCD Projector (w/ cables)†</b>	\$10.00 <i>per day</i>	\$50.00	\$250.00
<b>PS4 Game System (w/ cables)†</b>	\$10.00 <i>per day</i>	\$75.00	\$450.00
<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.

**Waiving Service and Equipment Fees:**

1. Fees for Services and Equipment Lease 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.

**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 local 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.

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