



# WHITBY PUBLIC LIBRARY

*doorway to discovery*

Policy Type:	Public		
Policy Title:	<b>Fines and Fees Policy</b>		
Authority/Created:	CEO	April 19, 2006	Date Revised: March 18, 2009

## **Purpose:**

To encourage the timely return of library materials so that they may be used by all patrons, the Library Board has implemented an overdue fines schedule. High demand collections are subject to higher daily fines.

A schedule of service and replacement fees has also been set to cover costs associated with these services.

## **Fines**

Adult books– 25¢ per item per day, \$10 maximum per item

Young adult books - 20¢ per item per day, \$8 maximum per item

Children's books– 10¢ per item per day, \$5 maximum per item

Videos, CD-ROMs, Music CDs - 25¢ per item per day, \$10 maximum per item

DVDs and Video Games - \$1 per item per day, \$10 maximum per item

Rapid Reads, Rapid Views, and Rapid Plays- \$1 per item per day, \$10 maximum per item

## **Fees**

Public printing & photocopying – black & white – 20¢ per page

Public photocopying – colour – \$1 per page

Archives printing & photocopying – black & white – 50¢ per page

Archives laser copies - \$2 per page

Archives laminated laser copies - \$5 per page

Archives electronic copies on CD or DVD (up to 10 images) - \$5

Earphones - \$2

Computer disks - \$1

Replacement library card - \$2

Lost barcode or security tag - \$1

Damaged AV case or lock - \$2

Lost liner notes - \$5

Faxing - \$1 per page

Non-Whitby resident (in Durham Region) - no charge

Non-Whitby resident (outside Durham Region) - \$40 per year

Temporary resident (six months or less)\* - \$10

\*The temporary membership fee will be refunded when all material is returned. Temporary members are limited to 2 items at any one time.

### **Blocks on Patron Accounts**

Once fines and charges reach \$10 on an account, the entire amount must be paid for the card privileges (materials check-out, full Internet access) to be reinstated. Outstanding accounts with more than \$35 owing will be sent to a collections agency and a \$15 non-refundable administration fee will apply.