SCHEDULE A

BORROWERS CARD FEES

The standard length of time for a borrower's card is one year. However, borrowers have the option of requesting a card to be issued for up to three years. Card fees are due on date of issue.

	Fees effective March 10, 2022	
	Residents	**Non - Residents**
Adult (18 – 64)	$15.00	$70 per household or institution
Youth (6 – 17)	$10.00	
Pre-School (under 6)	Free with adult membership	
Senior (65+)	$10.00	
Family	$25.00	
Institution	$25.00	
TAL	Free	

Temporary borrowers' cards may be issued for people who will be residing in Morinville for less than six (6) months. There will be a refundable deposit of twenty-four dollars ($24), which will be returned to the borrower upon return of the temporary Library card and any Library resources that were borrowed. With the twenty-four dollars ($24) deposit, there will be a pro-rated amount charged for the Library card. (E.g. A term of one (1) month will be charged 1/12 for the amount normally charged.) Any individual who does not meet the above criteria will be considered for a borrowers' card at Board discretion.

A replacement cost of two dollars ($2) will be charged for lost or destroyed library cards. However, when a card is being renewed, this cost will be waived.

SCHEDULE B

LOAN PERIODS FOR LIBRARY MATERIALS

Books, periodicals, pamphlets and audiobooks	3 weeks (21 days)
Audio-visual materials (with the exception of Audiobooks), and any material marked "7-day loan"	1 week (7 days)
Other reference materials (marked "Reference") (with the exception of any materials marked "7-day loan"	Overnight (signed out during the last hour of opening and returned within the first hour of opening the next day)

All Library materials may be renewed a maximum of two times, with the exception of the Reference resources that are not marked "7-day loan".

SCHEDULE C

PENALTY PROVISIONS

1. The fines that will be charged for late return of materials will be twenty-five cents (25¢) per day the Library is open.

   The maximum fine that will be charged per item is ten dollars ($10).

2. a. The amount that will be charged for lost or damaged materials will be the full market value of the item.
   b. Once payment has been received for lost materials, the money shall not be refundable if the item is found. The found item will then become the property of the patron.

3. These are the procedures for notice of overdue materials and demand for return of materials:
   a. A phone call will be made when resources are two (2) weeks overdue, or an email be automatically sent if the member is set up for email notices,
   b. A second phone call will be made when resources are six (6) weeks overdue. If a notice is mailed out (due to the inability to contact the borrower by phone), the letter will detail the cost of the item plus the total charges owed.
   c. Records of all overdue notifications are kept until materials are returned or paid for in the event of lost or damaged materials.

4. Revocation of borrowers cards

   A Library card may be denied or revoked if:

   a) A patron has fines of over $10.

   b) A patron has previously shown that he/she cannot be trusted with library resources by repeated damage to or loss of library materials, non-payment of overdue fines, and/or loss or damage assessments.

c) A person becomes abusive to Library staff, volunteers, other library users, Library space or materials.

5. A twenty-five dollars ($25) charge will be added to all non-sufficient funds cheques.

SCHEDULE D

FEE SCHEDULE FOR REQUESTS BY APPLICANTS UNDER *THE FREEDOM OF INFORMATION AND PRIVACY ACT*

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

Initial application fee including GST	$27.00
For locating and retrieving a record	$6.75 per ¼ hour
For producing a record from an electronic record	
a) Computer processing related charges	Actual amount charged to library
b) Computer programming	$10.00 per ¼ hour
For preparing and handling a record for disclosure	$6.75 per ¼ hour
For supervising the examination of a record	$6.75 per ¼ hour
For shipping a record or a copy	Actual amount incurred
For copying a record in electronic, audio or video formats	Actual amount incurred

SCHEDULE E

SERVICES, EQUIPMENT AND ROOM RENTAL FEES

Room Rental Rates: ***all prices include GST*

	Within Library Hours	**Outside of Library Hours Monday - Sunday**
1 HOUR	**$30**	**$40/hour**
4 HOURS	**$75**	
8 HOURS	**$100**	

Equipment Rental Rates: ***all prices include GST*

	COST PER RENTAL
Smart Board & DVD player	$50
Laptop	$30
Computer lab (10 laptops include mice, cords, mouse pads)	$300 includes $50 staff setup and take down
Coffee/tea includes cream/sugar/cups	$20

Equipment must remain in the Library building and cannot be rented out. Equipment must be set up and taken down by library staff only.

Incoming and Outgoing Fax Services

- Outgoing:
  - Local - $1 per page
  - Long Distance - $1.50 for the first page, $1 per remaining pages
  - Student rate & subsidized income – 50% off regular rate
- Incoming:
  - Local & Long Distance - $1 for the first page, $0.25 per remaining pages
  - Student rate & subsidized income – 50% off regular rate

Reviewed November 2023 – Schedule E updated.

Printing & Photocopying Services

Paper Size	Black & White		Colour	
	Per page	20 + pages	Per page	20 + pages
8 ½" x 11" (Letter)	25¢	15¢	50¢	40¢
8 ½" x 14" (Legal)	30¢	20¢	60¢	50¢
11" x 17 ½" (Poster)	50¢	NA	$1.00	NA

- $0.25 per page (1 – 20 pages)
- $0.15 per page (Over 20 pages)

Scanning Services

- Document scan: $0.50 per scan
- Photos and Slides:
    - Must book appointment time at a base rate of $5 to be paid when booking appointment.
    - $0.50 per scan

Disk Cleaning Services

- $5 per disk or
- 5 disks for $20

Laminating Services (uncut)

- $1.50 for legal size
- $1.00 for letter size
- $0.50 for business card size

Book Repair Services

As per estimate