



### OP-03 Loan Periods and Fees

#### POLICY PURPOSE

The North Perth Public Library (NPPL) Board sets guidelines for library service use in accordance with the Public Libraries Act, including fees and fines for services to ensure equitable access for all patrons. The NPPL has been fine free for most materials as of April 4, 2022 - however, some fees and fines still apply.

Charges for collection fees are in alignment with the Perth County Information Network (PCIN) and collective policies. This document outlines what loan rules, and charges continue to exist under these policies.

#### KEY POINTS SUMMARY

- Fines/Fees will be collected as outlined, where applicable.
- Patron privileges will be suspended when \$10 in fines accumulate.
- When \$50 or more fines/fees have accumulated, patron information will be sent to a third party for recovery.

#### DEFINITIONS

**Fine:** a monetary recovery for overdue materials.

**Fee:** a monetary recovery for a service rendered by the library.

#### POLICY DETAILS

The following chart outlines where overdue fines still exist and the materials on which they will accumulate.

Ability to borrow materials is suspended when charges exceed \$10 and will be re-instated when all outstanding accounts are settled.

Patron's information will be sent to the 3<sup>rd</sup> party Unique Management System when fines and/or fees exceed \$50 for collection of fines/fees after 35 days for traditional materials, and 16 days for non-traditional materials.

### Schedule 1: Fines for Materials

Item	Max Number of Items per User	Loan Period (weeks)	Max Number of Renewals	Overdue Fines (per day)	Max Fines
Books	No max	3	3	No fine	\$5.00 per children's item \$10.00 per adult item
Audiobooks/CD <sub>r</sub>	No max	3	2	No fine	
Periodicals	No max	1	2	No fine	
Videos/DVD	No max	1	2	No fine	
Puzzles	No Max	3	3	No fine	\$10.00 per item
Board Games	No Max	3	0	No fine	
Xpress Loans	2	1	0	\$2.00	
Mobile Hotspot	1	1	0	\$1.00	
Playaways	2	3	3	\$1.00	
Interlibrary Loan	2	4	0	\$1.00	
MakerKits	1	1	0	\$1.00	
Park Day Passes	1	1	3	\$2.00	

The following chart outlines fees for services beyond loaning of materials.

## Schedule 2: Fees for Service

Item	Fee
Photocopies & Printing (includes HST)	\$0.10 per page (black and white) \$0.25 per page (colour)
International Faxing (includes HST)	\$\$1.00 per page
Replacement of lost/damaged items	Value of item
Replacement library cards	\$2.00
Library Program Room Rental and Exam Proctoring (includes HST)	\$25.00/day
Library Program Room Rental-Non Profit Organization	No charge
Visitor/non-resident card	\$7.00/month
Charge to send patron to recovery service	\$12.95

## RELATED DOCUMENTS

- NPPL OP-02 Circulation Policy
- NPPL OP-16 Meeting Space Policy

## SCOPE:

This policy applies to the NPPL Board, staff, patrons, and users of library services

*Approved by the Library Board: May 2008*

*Revised: June 2021, April 12, 2022, March 12, 2024*