



FORT ST JOHN  
PUBLIC  
LIBRARY

# FSJPL SCHEDULE OF FEES

## FINES, RATES & OTHER SERVICE FEES

### TEMPORARY MEMBERSHIPS AND REPLACEMENT CARDS

- Temporary adult membership card is **\$20.00** for 6 months, with **\$5.00** per additional adult or juvenile membership.
- Replacement card fee is **\$5.00**.

### FINES

- Overdue fines of **\$0.20** per day per book up to a maximum of **\$10.00** for hardcover and **\$4.00** for paperbacks.
- Overdue fines of **\$1.00** per day to a maximum of **\$20.00** for video material such as DVDs.
- Fines for magazines shall be **\$0.20** per magazine, per day up to a maximum fine of **\$3.00** per magazine.
- Overdue fines of **\$0.20** per day per audio book up to a maximum of **\$10.00** per audio book.
- The maximum number of fines on a juvenile membership card is **\$25.00**.
- The maximum number of fines on an adult membership card is **\$50.00**.

### MATERIALS LOST OR DESTROYED

- Replacement cost for hardcover books will be the cost as shown in the latest edition of Books in Print or Canadian Books in Print plus **\$4.00** for cataloguing fees. If no price is found, the charge will be **\$20.00** or replacement of the book plus **\$4.00** restocking charge.
- Hardcover Books no longer in print will be rated at the shelf list price plus \$4.00 for cataloguing fees. If there is no shelf list price, the charge is **\$20.00** or the replacement cost of book plus **\$4.00** restocking charge.
- Lost or destroyed paperbacks will have a charge for the shelf list price of the book plus a \$4.00 charge for cataloguing and restocking.
- Magazines — replacement cost or a minimum of **\$3.00**.
- Lost or destroyed audiovisual material will have a charge of replacement cost plus **\$4.00**.
- Water damaged books will be charged as “materials lost or destroyed.” Any books with damaged covers will be treated as destroyed books.
- Rates for materials requiring repair are determined at the Director of Library Services’ discretion.
- Minor damage is at a rate of **\$2.00 - \$4.00** minimum for loose sections, broken bindings etc. or a figure set by the Director.
- Once a full replacement cost has been paid for lost or damaged materials, the FSJPL can choose to retain, dispose of, or sell the damaged materials with no compensation to the member.
- If a replacement cost has been paid and the lost materials are returned within one month,

the FSJPL will consider reimbursement for the replacement cost minus fines accumulated.

- In-Library Use Materials —a deposit may be required as determined by the Director of Library Services if a member requests and is approved to remove the materials from the library.

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### **NON-BOOK MATERIALS AND EQUIPMENT**

- The FSJPL is not responsible for damage to any equipment or software that could be incurred during the use of library materials such as videos, CDs, DVDs/Blu-rays, etc.
- DVDs/Blu-rays and Audio Books:
  - Late fines are **\$1.00 a day** to maximum or **\$10.00 per DVD or audio book**.
  - Lost or destroyed items will have a charge of replacement cost plus **\$4.00**.

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### **EQUIPMENT RENTAL RATES**

- Borrowers are responsible for replacement or repair costs for all equipment damaged while on loan.
- Equipment Rental Rates are:
  - Digital Projector - **\$20.00 per day**.

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### **MISCELLANEOUS RATES**

- Exam Invigilation - **\$30.00 per hour**.

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### **PRINTING, SCANNING, COPYING AND FAX RATES**

- Printing and Copying:
  - Black and White Letter and Legal Sizes - **\$0.25 per page**.
  - Black and White 11X17 - **\$0.50 per page**.
  - Colour Letter and Legal Sizes - **\$0.75 per page**.
  - Colour 11X17 - **\$1.50 per page**.
- Scan and Email - **\$0.50 per document**.
- Faxing:
  - Local or toll-free numbers- **\$0.50 per page**.
  - Long Distance within Canada- **\$2 first page, \$1 for additional pages**.
  - Outside Canada - **\$6 first page, \$2 for additional pages**.
  - Fax Receiving - **\$0.50 per page**.

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