

<b>POLICY MANUAL</b>	<b>Section No. :</b> AD 1-1.1
	<b>Effective :</b> May 15, 1995
<b>SECTION :</b> Finance	<b>Revised :</b> Feb/96, Jun/97, Jan/00, Sept02 Oct/05; Nov/07/Oct/09/Sept/10, Nov 2011, Jan/2013, Apr 2015, Nov 16, 2015; June19, 2017, October 19, 2020, October 18, 2021(effective January 1, 2022)
<b>SUBJECT :</b> Fees & Fines	<b>Page 1 of 4</b>

1. **FINES – 2022**

<b>Material</b>	<b>Borrowed by</b>	<b>Fine</b>	<b>Maximum fine per item</b>
*Adult & Teen books	Adults & Children	Fine Free	Fine Free
**Children's books	Adults & Children	Fine Free	Fine Free
7-Day books	Adults & Children	Fine Free	Fine Free
Magazines	Adults & Children	Fine Free	Fine Free
DVDs	Adults & Children	Fine Free	Fine Free
*Audiobooks	Adults & Children	Fine Free	Fine Free
*CDs	Adults & Children	Fine Free	Fine Free
Interlibrary Loans	Adults & Children	Fine Free	Fine Free
Video Games	Adults & Children	Fine Free	Fine Free
Laptop Computers	Adults	Fine Free	Fine Free
Portable Devices	Adults	Fine Free	Fine Free

Borrowing privileges are suspended when **\$10.00** is owing, or there are **10** overdue items on a Borrower's Card.

Internet privileges will be blocked when **\$20.00** or more is owing on a Borrower's Card.

2. **BILLED MATERIALS**

Borrowers with lost or long overdue materials will be billed the replacement cost of the item, plus a non-refundable \$5.00 per item administration fee.

The Library does not accept replacement copies for billed items.

3. **FEES**

3.1 **SERVICE FEES**

Borrower's Card - \$4.00 for replacement if lost or damaged

Photocopier/Printer - Single page - \$0.20 per page for black and white copies

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\$0.50 per page for coloured copies

Double-sided \$0.40 for black and white

\$1.00 for coloured copies

Interlibrary Loan - The borrower is responsible for any costs charged by the lending institution.

The Welland Public Library does not charge for genealogical research that can be reasonably completed in house by staff. However, requests that require in-depth research or specialized knowledge may be referred to other organizations at the patron's request. The patron is responsible for paying any fees associated with services provided by outside organizations.

### 3.2 FAX MACHINE

Sending - \$1.00 per page (local)  
\$2.00 per page (Long Distance)

### 3.2 MEETING ROOM RENTAL

Rooms	Regular Rate/ 4 hour period	Non-Profit Rate/4 hour period
Main Branch Program Room	\$60.00	\$24.00
Main Branch Seminar Room	\$30.00	\$12.00
Seaway Mall Branch Program Room 1 or 2	\$60.00	\$24.00
Seaway Mall Branch Undivided Program Room	\$120.00	\$48.00
Diamond Trail Branch Program Room	\$60.00	\$24.00

### 3.3 NSF CHEQUES

A charge of \$35 will be made on NSF cheques.