

POL-PUB.2018.59 Title: *Cost Recovery Services*



Type: User Services
Authority: CEO
Resolution No.: BMPL 2018-105 on 5-17-18; POL-PUB.2018.59
Associated Documents: 2018 Fees and Charges Schedule

PUB.2018.59.1 General

1. The Library shall charge for services not protected by the *Public Libraries Act* on a cost recovery basis. Fee Schedules shall be determined by the CEO.
2. The CEO shall establish a Fees and Charges Schedule and make public. This will include Cost Recovery Services as well as all regular charges.
3. No less than 3 weeks notice of changes to the Fee Schedule shall be given.

PUB.2018.59.2 Photocopying, Printing and Scanning

1. The BMPL shall charge a fee per side for black/white and colour photocopying and printing.
2. Scanning fees shall apply to any items scanned in black/white or colour and saved to a file. Scanned items which are also printed shall incur both the scanning and printing fees.
3. Additional fees may be charged for archival documents, processing, folding, or for specialty paper.

PUB.2018.59.3 Fax Machine

The BMPL shall send and receive faxes on request. There shall be a set charge for the first page and an additional rate for every page thereafter for local, long distance and international calls. Toll free numbers shall only be charged for the confirmation page(s) printed at the current photocopy/printing rates.

PUB.2018.59.4 Maker Space

1. The BMPL may charge for any Maker Space items including, but not limited to, 3D Printing and Maker Kits.
2. Additional fees may be associated with staff assistance with Maker Space or Maker Kits. Staff assistance may require booked appointments. Assistance may not be provided if the appropriate staff or scheduled staff are not available.

PUB.2018.59.5 Other Services

The BMPL may charge for any additional services such as room rentals and research services. These will be identified in the annual fee schedule and may include separate policies.

Original Approval: 2018-05-17
Amended On: 2019-05-16

Appendix

2019 Fees and Charges

Effective June 1, 2019

Fines & Usage Fees

Daily Fines:	Books \$0.25/day DVDs \$1/day ILLO \$1/day ILLO Holds not picked up \$5/item 1 week and 3 day equipment loans \$5/day
Lost Cards:	\$2.00 replacement charge
Non-resident:	\$75 per family annually, or \$10 per month
ILLO:	<i>New Fines and Fees will be announced for ILLO when SOLS reinstates program</i>

Copy Services

Photocopying:	BW: 25 cents per page; 50 cents for 11x17 Colour: 50 cents per page; \$1 per page for 11x17
Scanning:	Scan (to email): 25 cents per page with \$1.00 minimum. Scan (to USB): 25 cents per page. Bound documents require a booking of staff time.
Fax:	(Local) \$1 for the first page and \$0.50 for following pages (Long Distance) \$2 for the first page and \$1 for following pages (Incoming) 50 cents per page

Programming Fees

Program Fees:	Individually set based on cost recovery <i>*Fundraising Events are not cost recovery.</i>
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Museum & Archival Services

Museum Scans:	\$25 for scan to usb/email of digital collection documents/images* \$30 for a scan to usb or email of original (non-digital) materials* <i>*Materials are for non-commercial personal use. Commercial use rates are by request</i>
Research Assist:	\$30 per hour.
Green Screen:	Green Screen Experience with original historical images from collection featuring your event themes and staffing. 3 hour minimum (includes set-up). \$275
Edukits:	\$45 a week (contact CHD for booking)

Rentals

Gallery Rental:	\$50 for 3 hours (minimum booking), and \$15 every hour after. (No set up is provided).
Boardroom Rental:	\$25 for 3 hours (minimum booking), and \$10 every hour after.
Showcase Rental:	\$25 per month (plus 25% commission on all sales) NOTE: A month may be calendar month or align with Gallery schedule depending on the individual Showcase. Please request accordingly.
CHD Rental:	Afterhours CHD Requests are entertained on a per case basis and include a four-hour minimum at \$200 when the building is closed. For requests, contact the Library CEO

Keys: Patrons who require a key to access the Library after hours will be assessed the full cost of the lock replacement should they not return the key to the Library.

Freedom of Information

FOI Requests: \$5.00 application. Hourly fees are assessed based on time requirements of the request.