

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



**Type:** BMPL User Services  
**Authority:** CEO  
**Resolution No.:** BMPL 2018-105 on 5-17-18; POL-PUB.2018.59  
**Associated Documents:** 2025 Fees and Charges Schedule  
**Original Approval:** 5-17-2018  
**Amended On:** 5-16-2019, 1-10-2023; 11-21-2024  
**Reviewed On:** 5-19-2022

**PUB.2018.59.1** General

1. The Library shall charge for services not protected by the *Public Libraries Act* on a cost recovery basis.
2. Fee Schedules shall be determined by the CEO. This will include Cost Recovery Services as well as all regular charges.
3. Members can pay fees at the service desk at any branch of the BMPL. Online payments are not accepted at this time.
4. Fees are reviewed on an annual basis as part of the budget process.

**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. Scanned items which are also printed shall incur 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.

**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.

**PUB.2018.59.** Fees and Fines for Materials

The BMPL does not charge for late materials books, but fees are charged for the following:

- Damaged or lost materials and equipment including reasons such as abuse of service.
- Fees related to Interlibrary Loan service including overdue costs and replacement costs of lost or damaged material

The Library does not accept substitutes for lost or damaged materials in lieu of fees for lost costs.

# Appendix

## Fees and Charges

Effective January 1, 2025

\*Taxes may apply

### Fines & Usage Fees

Daily Fines:	None
Lost Cards:	\$2.00 replacement charge
Non-resident:	No annual fee for onsite materials. [No tech, no Digital resources].
ILLO:	\$5 restocking fee when ILLO is not checked out on time.

### Copy Services

Photocopying:	BW: 25 cents per page; 50 cents for 11x 17 Colour: 50 cents per page; \$1 per page for 11x17
Scanning:	Large or bound documents require a booking of staff time.
Fax:	\$1 for the first page and \$0.50 for following pages (Incoming) 25 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 Entry:	Free admission to TBM Residents (with ID), Library Card Holders, children under 18, Non-residents accompanied by a TBM Resident. \$5 for non-TBM Residents
Museum Scans:	\$30 for a scan-to-email of a museum or archive item, for individual personal use only. <i>*Materials are for non-commercial personal use. Commercial use rates are by request</i>
Research Assist:	\$30 per hour.
Museum Tours:	\$25 per adult (includes entry fee) \$10 per child [must book ahead]
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 art sales associated with The Gallery) 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.
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