

LIBRARY BOARD POLICY

Section F – Finance

Policy Name:	Fees and Charges	Policy #:	F1
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Following is a summary of fees and charges approved by the Port Moody Public Library Board. Additional detail on relevant policies may be found in other Board policies.

1. Non-Resident Membership

Individual Membership:	\$45.00 annual fee
Family Membership:	\$60.00 annual fee

2. Overdue Materials

2.1. There are no fines or fees for overdue material, with the exception of materials borrowed through interlibrary loan. In those cases, § 5.1 applies.

3. Expired Holds

3.1. A charge of \$0.25 will be applied for each physical item that has been placed on hold and that is not collected or cancelled after 7 days. This fee is intended to encourage timely pickup or cancellation of holds, supporting equitable access to high-demand materials, and the efficient use of library resources. Patrons with “Low Barrier” or “Accessible” status are exempt from this charge.

4. Suspension Thresholds

4.1. Borrowing privileges may be suspended when:

4.1.1. Charges for lost or damaged materials exceed \$10.00 (automatic system block).

4.1.2. Charges exceed \$100 may be forwarded to a collection agency for recovery.

4.1.3. A patron has more than two (2) referrals to a collection agency.

4.2. Privileges will be reinstated when:

4.2.1. All charges are paid in full.

4.2.2. A patron transitions from a suspended junior card to an adult card; the Director of Library Services or designate may retain charges in exceptional circumstances.

5. Lost and Damaged Materials

5.1. Replacement Charges

5.1.1. Borrowers are responsible for the replacement cost of lost or damaged materials, based on pricing from an approved vendor, plus:

5.1.1.1. \$8 processing fee per catalogued item

5.1.1.2. \$2 processing fee per magazines

5.1.2. Processing fees are not collected for lost or damaged children's or young adult materials.

5.2. Lost Item Procedure

5.2.1. An item not returned within 21 days of its due date will be billed as lost. The charge remains until the item is returned or paid within 90-days after their lost date. Once an item has been paid for, it is the property of the borrower, and no refund will be issued if subsequently returned.

5.2.2. Charges for lost items returned more than 90 days after their lost date will not be removed from the account.

5.3. Minor Damage Charges

5.3.1. Barcodes or spine labels: \$0.50

5.3.2. CD/DVD cases: \$2.00

5.3.3. Book jackets: \$2.00

5.3.4. Liner notes: \$2.00

5.3.5. Zip cases: \$4.00

5.3.6. Plastic puzzle bags: \$1.00

5.4. Items Damaged Beyond Use

5.4.1. The borrower will be charged the full replacement cost plus the applicable processing fee. Processing fees do not apply to children's or young adult materials.

6. Interlibrary Loan Charges

6.1. Interlibrary loan (ILL) service is free unless the lending institution imposes charges for borrowing, late returns, lost items, or damaged items. Any such fees are passed on to the patron. Photocopy fees for articles obtained through ILL also apply.

7. Administrative and Service Fees

7.1. Copying and Printing

7.1.1. Photocopies: 20¢ per page (black & white) or 50¢ per page (colour)

7.1.2. Computer printing: 20¢ per page (black & white) or 50¢ per page (colour)

7.2. Replacement Library Cards

7.2.1. \$2.00 per replacement card

7.3. Dishonoured Cheques

7.3.1. \$40.00 fee for all NSF cheques

7.3.2. Postdated cheques are not accepted

7.4. Sale of Used Materials

- 7.4.1. Discarded library materials or donations not added to the collection will be sold at prices set by the Director of Library Services or designate.