

# Schedule of Fines and Fees

**Last revised: May 20, 2022; New Revisions Effective: January 20, 2023**

## Part 1: Fines

Item	Description	Unit of Measure	Rate (including HST if applicable)	HST Applicable (Y/N)	Effective Date
1	Inter Library Loan not picked up	per item	\$8.00	N	Jan.1, 2015
2	Overdue DVDs, Games, Playaway Launchpads, Short Term Loans	per day	\$2.00	N	Jan.1, 2015
3	Overdue Loans – 21 days	per day	\$0.30	N	Jan 1, 2015
4	Backpack (only) - Stories to Go	per item	\$8.00	N	Dec.1, 2020
5	Book Club Sets	Per day	\$3.00	N	Dec.14, 2021
6	Board Games & Puzzles	Per day	\$2.00	N	Mar.1, 2022

## Part 2: Fees - General

Item	Description	Unit of Measure	Rate (inc. HST)	HST (Y/N)	Effective Date
1	Bag - Book Club	1	\$25.00	Y	May 3, 2018
2	Bag - Orange	1	\$10.00	Y	May 20, 2022
3	Barcodes or RFID tags- Lost/damaged	per item	\$2.00	N	Aug.27, 2020
4	Boardroom	Per day	\$125/half-day \$250/full day	Y	Feb.6, 2020
5	Book Cover - Lost/damaged	per item	\$2.00	N	Aug.27, 2020
6	Case (replacement) - DVDs, Audiobooks	1	\$2.00	Y	Jan.1, 2015
7	Case (replacement) - E-Reader, Locks	1	\$20.00	Y	May 3, 2018
8	Case (replacement) - Launchpads, Locks	1	\$15.00	Y	May 3, 2018
9	Charger, Bumpers for Launchpad	1	\$11.25	Y	Jan.1, 2015
10	Chromebook – replacement cost	1	\$383.00	Y	Aug.13, 2021
11	Earbud or Battery	1	\$2.25	Y	Jan.1, 2015
12	Fax copy	per page	\$1.20	Y	Jan 1, 2015
13	Laptop Bag – replacement cost	1	\$22.00	Y	Aug.13, 2021
14	Library Card - Replacement	1	\$2.00	N	Jan 1, 2019
15	Lost Material - Administration Fee	1	\$5.00	N	Jan 20, 2023
16	Memory stick	1	\$9.00	Y	Jan 1, 2015
17	Microfiche copy	per page	\$0.25	Y	Jan.1, 2015
18	Mouse – replacement cost	1	\$12.00	Y	Aug.13, 2021
19	Museum Pass – \$4 replacement cost & \$4 administration fee	1	\$8.00	Y	Aug.13, 2021

20	NSF Cheques - Administration Fee	1	\$25.00	N	Jan 1, 2015
21	<i>Ontario Parks</i> Day-use Vehicle Permit	1	\$21.00	N	Dec.14, 2021
22	Photocopies (B/W)	per page	\$0.25	Y	Jan 1, 2015
23	Photocopies (Colour)	per page	\$0.50	Y	Jan 1, 2015
24	Power Adapter – replacement cost	1	\$88.00	Y	Aug.13, 2021
25	Room Rental - for non-profit groups	per hr/day	\$15/hr; \$85/day	Y	Feb.6, 2020
26	Room Rental - for profit groups	per hr/day	\$25/hr; \$150/day	Y	Feb.6, 2020
27	Tutoring – room rental	session	\$5.00	Y	Jan.1, 2020
28	Walking Poles – replacement cost	Per set	\$99.00	Y	Aug.13, 2021
29	Walking Pole Feet – replacement cost	Per	\$20.00	Y	Aug.13, 2021
30	Snowshoes	Per	\$140.00	Y	Jan.18, 2023

### Part 3: Fees - Programs

Item	Description	Unit of Measure	Rate (including HST if applicable)	HST Applicable (Y/N)	Effective Date
1	Adult Computer (library)	per ½ hour	\$5.00	N	Feb.3, 2022
2	Children's Instructional Programs	per ½ hour	\$5.00	N	July 1, 2022
3	Proctored Exam	1	\$50.00	Y	May 06, 2019
4	Administration of Program Refund	1	\$3.00	N	Jan 1, 2015
5	Threshold for Program Refund	1	\$10.00	N	Jan 1, 2015
6	Adult Program	per ½ hour	\$5.00	N	Feb.4, 2022

### External Instructors:

- Fees for programs run by external instructors are determined on an individual basis by the instructor.
- WSPL will receive 35% of the program fees collected from external instructors since the Library absorbs the cost of program space, furniture, insurance coverage and administrative services to register participants.