

SPARWOOD PUBLIC LIBRARY ASSOCIATION (SPLA) STATEMENT of POLICIES		Page:	1 of 1
Chapter:	OPERATIONS	SP No.	D.12
Subject:	Fees and Charges	Approved:	June 12, 2024
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POLICY

1. The Sparwood Public Library Association charges the following fees:

Overdue Materials	No fee
Scanning	\$1.00/page, to a \$5 maximum
Photocopying – black and white	\$0.20/page
Photocopying – colour	\$0.50/page
Faxing to local or toll free numbers	\$2.00/page
Replacement of lost or damaged items	Dollar replacement cost (as recorded in SPLA's Catalogue) plus a \$5.00 processing fee for each item
Room rental – non-profits	Free, subject to room availability
Room rental – businesses and private groups	\$50.00/day, subject to room availability. Please note that priority for library meeting room is use for library events, followed by use by non-profits.
Discarded books for sale – paperback	\$0.25
Discarded books for sale – hard cover	\$0.50
Discarded magazines for sale	\$0.10

PURPOSE

2. To outline the costs of using library services.

RESPONSIBILITY

3. The oversight of the fees and charges policy is the responsibility of the Board and Chief Librarian.

PROCEDURES

4. This policy will be reviewed annually.