

Muskoka Lakes Township Public Library  
LIBRARY BOARD POLICY

Policy Type: Operational	Policy Number: OP-13
Policy Title: Fee Schedule	Policy Approval Date: 02/13/24
Chairperson: V. Duke	Policy Review Date: 02/28

**Intent:**

Users are encouraged to use the Muskoka Lakes Public Library's (herein after referred to as the Library) collection and return items on time so other users can also enjoy them. The Library offers and charges for some services which use Library equipment.

**Regulations:**

The items for which there are charges are allowed by the Public Libraries Act, R.S.O. 1990 and the charges are approved by the Muskoka Lakes Public Library Board (herein after referred to as the Board).

**Procedures:**

1. Users will be charged in accordance with the approved fee schedule. (Appendix A)
2. Library staff have the discretion to charge a processing fee when returned items require cleaning or repairs.
3. Prior to renting a room or having an examination proctored at the Library, users will be required to complete and sign the Library's Room Rental/Proctoring of Examination Agreement. (Appendix B)

**Related Documents:**

MLPL OP-11 Room Rental

MLPL OP-12 Proctoring of Examinations

## Appendix A

### Muskoka Lakes Public Library Fee Schedule

#### **Memberships**

Type	Fee
Non-Resident – 6 months	\$25.00 per person

#### **Replacements/Processing**

Type	Fee	Details
Library Materials (Lost)	Replacement cost	Based on age of materials
Library Materials (Processing)	\$5.00	Cleaning/Repairing
Lost Library Card	\$5.00	Per Card

#### **Photocopy and Computer Prints**

Single-sided	Black and White	Colour
8.5 x 11 plain paper	\$0.20	\$1.25
8.5 x 11 coloured paper	\$0.25	\$1.25
8.5 x 14	\$0.30	\$1.50
11 x 17	\$0.50	\$2.00

#### **Email**

Scan to email/USB	\$1.50
Email to Print	Photocopy fee

#### **Fax - Sending**

Local/ Toll Free	\$1.00
Canada	\$1.00 + \$1.00 for each full or part minute
U.S.A.	\$2.00 + \$1.00 “
Other	\$3.00 + \$1.00 “

#### **Fax – Receiving**

Incoming	\$1.00 First Page
Additional Pages	\$0.20 each for 8.5 x 11
Other Paper Sizes	Photocopy Fees Apply

#### **Proctoring of Examinations**

Fee includes use of Study Room	\$50.00
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**Room Rentals**

Study Room	\$15.00 per hour
Activity Room	\$25.00 per hour

- No charge for non-profit bookings

Room	Seating	Maximum occupancy	Tables	Chairs	Pull-Down Screen	Projector
Activity Room	24	24	6	√	√	√
Study Room	4		2	√		

- Media player available in Activity room
  - Media player connects to projector through laptop - HDMI slot. Laptop not provided.
  - Stand- alone easel available. Paper not provided
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## Appendix B



### Room Rental/Proctoring of Examination Agreement

Name	
Company/Organization	
Telephone Number	
Email	
Type of Event/Purpose	
Number of Participants	
Exam (Online or Paper)	
University/College/Company	
Date of Event	
Start & End Times	
Room (Activity or Study)	
Special Requirements	
Charge	
Payment (Cash or Cheque)	
Payment Received By	

I \_\_\_\_\_ have read and accept the terms and conditions of the Muskoka Lakes Public Library's Room Rental Policy OP-11 \_\_\_\_\_ and/or Proctoring of Examinations Policy OP-12 \_\_\_\_\_.

I understand and accept that Library staff reserve the right to refuse any room rental/examination proctoring that does not comply with the policies of the Library.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

