

Muskoka Lakes Township Public Library
LIBRARY BOARD POLICY

Policy Type: Operational	Policy Number: OP-13
Policy Title: Fee Schedule	Policy Approval Date: 01/13/26
Chairperson: V. Duke	Policy Review Date: 01/30

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 *Public Libraries Act* allows the Muskoka Lakes Public Library Board (herein after referred to as the Board to charge for items which use Library equipment.

Guiding Principles:

1. The CEO or designate is responsible to set and review fees, as required.
2. Users will be charged in accordance with the approved fee schedule. (Appendix A)
3. Library staff have the discretion to charge a processing fee when returned items require cleaning or repairs.

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 14	\$0.30	\$1.50
11 x 17	\$0.50	\$2.00

Other

Scan to email/USB	Free
Email to Print	Photocopy/Computer Prints Fee
Laminating – Letter Pouch	\$1.00
Laminating – Legal Pouch	\$1.50
Laminating – Ledger Pouch	\$2.00
Button Making	\$0.75 / per 58mm button
Post Cards, Tote Bags, Other Merch.	Price Varies

Fax - Sending

Canada / Toll Free	\$2.00
U.S.A.	\$3.00
International	\$4.00

Fax – Receiving

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

Room Rental/Proctoring of Examinations

Study Room	\$15.00 per hour
Activity Room	\$25.00
Exam Proctoring (Includes study room)	\$50.00