

Library Use Policy – Administrative Fee Schedule

REGISTRATION FEES

All library cards to Edmonton residents, organizations and visitors are free.

Non-Resident Fees:

\$72 \$60 non-resident fee plus \$12 fee for first non-resident adult; \$8 for each additional non-resident adult to a maximum of four per household

MISSING/LOST CHARGES

If an item is lost, the customer is charged the replacement cost of the item, which varies from item to item, and includes the cost of the item plus the cost of cataloguing and processing the item. The replacement cost is listed in the item record for each item. There is no charge for borrowing or photocopying of interlibrary loan material.

Lost or Damaged Interlibrary Loan items \$90.00

DAMAGE TO MATERIAL OR EQUIPMENT

If an item or piece of equipment is damaged, the customer is charged the replacement cost of the item, which varies from item to item and includes the cost of the item plus the cost of cataloguing and processing the item. The replacement cost for library material is listed in the item record for each item.

Equipment from the Makerspace, Fab Lab and Kitchen that is damaged will be charged at market value rate.

With frequent patterns of large numbers of missing inserts, on occasion EPL will charge \$10.00 for missing CD/DVD Inserts or Booklets.

Replacement cost for removal, damage or defacement of library control information on library materials:

Replacement cost of item barcode \$0.75

Replacement cost of RFID tag..... \$0.75

PROCESSING FEES

NSF cheques \$15.00

Referral fee to UMS.....\$15.00

OTHER FEES:

SERVICE	COST
1. Photocopy	Letter/Legal: Single sided Black and White \$0.10 Double sided Black and White \$0.20 Single sided Colour \$0.50 Double sided Colour \$1.00 Tabloid/ledger: Single sided \$0.20 Double sided \$0.40 Single sided Colour \$1.00 Double sided Colour \$2.00
2. Computer/microfilm Printouts	Letter: Single sided Black and White \$0.10 Double sided Black and White \$0.20 Single sided Colour \$0.50 Double sided Colour \$1.00 Tabloid/Legal/ledger: Single sided \$0.20 Double sided \$0.40 Single sided Colour \$1.00 Double sided Colour \$2.00
3. Indigenous Services Programs	Cost for non-incidental supplies are cost recovery
4. Library bag	\$2.00
5. Makerspace: Book Binding (B/W printing) Book Binding (Colour printing) Book Binding (soft cover bind) Book Binding (hard cover bind) 3D Printing (PLA filament) Vinyl Cutting (sign vinyl 12" wide) Vinyl Cutting (sign vinyl 12" wide specialty) Vinyl Cutting (sign vinyl 24" wide)	\$0.10/side \$0.50/side \$1.00/bind \$8.00/bind \$0.10/gram of PLA filament \$2.00/linear foot \$4.00/linear foot \$4.00/linear foot

Vinyl Cutting (heat transfer vinyl 20" wide)	\$6.00/linear foot
Laser Cutting (1/8" plywood half sheet)	\$6.00/each
Laser Cutting (1/8" plywood full sheet)	\$12.00/each
Laser Cutting (1/8" acrylic half sheet)	\$12.00/each
Laster Cutting (1/8" acrylic full sheet)	\$24.00/each
Making Materials (kits and supplies)	\$1.00/unit

Related Policy

[Library Use, B-2028](#)

April 18, 2024