



Sault Ste. Marie Public Library

Fees Schedule - Effective January 1, 2023

Particular	Price	Price with HST
Faxes, Photocopies, Prints & Scans		
Faxes (No charge if part of reference service)	\$1.11 + HST per page	\$1.25 per page
Black & White Copies/Prints	\$0.22 per side + HST	\$0.25
Colour Copies/Prints	\$0.44 per side + HST	\$0.50
Scans (Public Machines)	FREE	
Archive Scans (Original)	First 5 scans free, \$0.44 + HST per additional page	First 5 scans free, \$0.50 per additional page
Archive Scans (Prescanned)	FREE	
Photo-reproductions of Archival Copies	Cost of Reproduction + \$5.00 Handling Fee + HST	Cost of Reproduction + \$5.65
Items for Purchase		
Promotional Items:		
Chocolate Bar	\$2.21 + HST	\$2.50
Cloth Bag	\$2.65 + HST	\$3.00
Keurig K-Cup Single Serve Pod (Coffee/Tea/Hot Chocolate)	\$1.33 + HST	\$1.50
Library Building Block Set	TBD	TBD
Supplies:		
City Maps	\$1.99 per map + HST	\$2.25
Envelopes - Letter	\$0.89 + HST	\$1.00
Envelopes - 9"x12"	\$1.11 + HST	\$1.25
Headphones	\$2.65 per set + HST	\$3.00
Paper - Letter, Legal	\$0.22 per sheet + HST	\$0.25
USB Sticks	\$7.08 + HST	\$8.00
Waste Tags	\$2.00 (HST exempt)	
Memberships		
Residents of Sault Ste. Marie and Contracting Communities	Free	
Indigenous People:		
Residents of Garden River or Batchewana First Nations	Free	
First Nations Member or Metis Council	Free	
Institutional Organizations:		
Sault Ste. Marie Organization	Free	
Organizations located in Garden River or Batchewana First Nations	Free	
Organizations located outside of Sault Ste. Marie	\$70.00 per year (HST exempt)	
Non-Residents:		
Students (Elementary, Secondary, Post Secondary, Adult Literacy)	Free	
Adults	\$45.00 (HST exempt)	
Seniors	\$30.00 (HST exempt)	
Monthly Membership (Adults & Seniors)	\$15.00 per month	
Membership Card Replacement	\$3.00 (HST exempt)	
Miscellaneous		
Patron Refunds	Processing fees will not be refunded for returned items declared lost and paid for.	
U.S. Exchange Rate	Rate as provided by City Hall	
Overdues		
Express Reads	\$1.00 per day (Max \$10.00 per item)	
Government Publications	\$2.00 per day (Max \$10.00 per item)	
Interlibrary Loans	\$1.00 per day (Max \$15.00)	
Object Collection	\$1.00 per day (Max \$10.00 per item)	
Programming & Events		
Program Registration:		
Adult Book Clubs	\$22.12 + HST	\$25.00
Children & Teen Programs	Free	
Craft Programs, Educational Programs & Workshops	Cost Recovery	
Signature Events	Cost dependent on event	

Particular	Price	Price with HST
Replacement Cost for Damaged or Lost Items		
Collections including Books, DVDs, Blu-Rays, Video Games, Books on CD, Music CDs, other collections not specified	Cost of item + \$5.00 + HST	Cost of item + 5.65
Book Jacket	\$4.43 + HST	\$5.00
CD Containers/DVD Cases/Jewel Boxes	\$2.65 + HST	\$3.00
Lending Laptops	Cost of item + \$5.00 + HST	Cost of item + \$5.65
Magazines	\$4.43 + HST	\$5.00
Object Collection:		
Bike Locks	\$66.37 + HST	\$75.00
Build Boxes	Cost of item + \$5.00 + HST	Cost of item + \$5.65
Circulating Bags	\$5.75 + HST	\$6.50
Disc Golf Kits	\$30.98 + HST	\$35.00
External DVD Drives & Cases	\$39.82 + HST	\$45.00
Passes:		
Cultural	\$26.55 + HST	\$30.00
Ontario Parks	\$225.00 + HST	\$254.25
YMCA	\$8.85 + HST	\$10.00
Radon Kits	\$265.50 + HST	\$300.00
Snowshoes	Cost of item + \$5.00 + HST	Cost of item + \$5.65
Thermal Imaging Camera	\$530.97 + HST	\$600.00
Urban Poles	\$88.50 + HST	\$100.00
Room Rentals		
James L. McIntyre Centennial Library:		
Program Room A	\$13.27 per hour + HST	\$15 per hour
Program Room B	\$4.43 per hour + HST	\$5 per hour
North Branch:		
Program Room A	\$17.70 per hour + HST	\$20 per hour
Program Room B	\$8.85 per hour + HST	\$10 per hour
Services		
3-D Printing	\$0.10 per gram + \$2.00 + HST	Material used + \$2.00 + HST
City Council Recordings (DVD)	\$10.00 per copy + HST	\$11.30
Exam Proctoring Fee	\$35.40 + HST	\$40.00
Interlibrary Loans - Books & Photocopies	Amount of fee charged by the lending library	
Projector Rental	\$8.85 per day + HST	\$10 per day
Projector Rental Late Fee	\$10.00 per day (Max \$50.00)	
Research	\$35.40 per hour + HST	\$40.00 per hour
VHS to DVD Conversion	\$9.95 + \$2.00 for DVD + HST	\$13.50