



Sault Ste. Marie Public Library

Fees Schedule - Effective January 1, 2022

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
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)	
Miscellaneous Collections	\$1.00 per day (Max \$10.00 per item)	
Programming & Events		
Program Registration:		
Adult Books Clubs	\$22.12 + HST	\$25.00
Children's & Teen's 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
Plastic Media Bags	\$2.66 + HST	\$3.00
Miscellaneous Collections:		
Build Boxes	Cost of item + \$5.00 + HST	Cost of item + \$5.65
Cultural Pass	\$26.55 + HST	\$30.00
Disc Golf Kits	\$30.98 + HST	\$35.00
Ontario Parks Pass	\$225.00 + HST	\$254.25
Radon Kits	\$265.50 + HST	\$300.00
Snowshoes:		
Child's Pair	\$60.00 + HST	\$67.80
Green Pair	\$130.00 + HST	\$146.90
Gold Pair	\$160.00 + HST	\$180.80
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	\$15 per hour	
Program Room B	\$5 per hour	
North Branch:		
Program Room A	\$20 per hour	
Program Room B	\$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