



Sault Ste. Marie Public Library

Fees Schedule - Effective January 1, 2026

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
Magnet / Pin	\$1.77 + HST	\$2.00
Keurig K-Cup Single Serve Pod (Coffee/Tea/Hot Chocolate)	\$1.33 + HST	\$1.50
Supplies:		
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	\$2.50 (HST exempt)	
Memberships		
Residents of Sault Ste. Marie and Contracting Communities	Free	
Indigenous Communities:		
Residents of Garden River or Batchewana First Nations	Free	
First Nation or Metis Council members located in Ontario	Free	
Institutional Memberships:		
Organization located in Sault Ste. Marie	Free	
Organizations located in Garden River or Batchewana First Nation	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 <u>not</u> 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)	



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Programming & Events		
Program Registration:	<i>Active cardholders receive a \$5.00 discount on Library programs.</i>	
Adult Book Clubs	\$26.55 + HST	\$30.00
Story Times	Free	
Teen Programs	Free	
Signature Events	Cost dependent on event	
Replacement Cost for Damaged or Lost Items		
Processing Fee	\$5.00 + HST	\$5.65
Circulating Bags	\$5.75 + HST	\$6.50
Lending Laptops	Cost of item + \$5.00 + HST	Cost of item + \$5.65
Magazines	\$4.43 + HST	\$5.00
Life Jackets	Cost of item + \$5.00 + HST	Cost of item + \$5.65
Power Cords	Cost of item + \$5.00 + HST	Cost of item + \$5.65
Thermal Imaging Camera	\$530.97 + HST	\$600.00
Pickleball Kit	\$60.18 + HST	\$68.00
Blood Pressure Monitor	\$68.14 + HST	\$77.00
Birdwatching Kit	\$124.78 + HST	\$141.00
Tire Pressure Gauge	\$50.00 + HST	\$56.50
Sad Lamp	\$60.18 + HST	\$68.00
Projector	\$654.87 + HST	\$740.00
Urban Poles	\$88.50 + HST	\$100.00
Room Rentals		
James L. McIntyre Centennial Library:	<i>Active cardholders receive a \$5.00 discount on Room Rentals per hour.</i>	
Program Room A	\$22.12 per hour + HST	\$25 per hour
Program Room B	\$13.27 per hour + HST	\$15 per hour
North Branch:	<i>Active cardholders receive a \$5.00 discount on Room Rentals per hour.</i>	
Program Room A	\$22.12 per hour + HST	\$25 per hour
Program Room B	\$13.27 per hour + HST	\$15 per hour
Services		
3-D Printing	\$0.10 per gram + \$2.00 + HST	Material used + \$2.00 + HST
Laminations	\$.88 + HST per page	\$1 per page
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	\$39.82 per hour + HST	\$45.00 per hour
VHS to DVD Conversion	\$9.95 + \$2.00 for DVD + HST	\$13.50