

Service Fee Policy

Policy Number: 2024-1

Policy Type: Operational

Review Period: 4 years

Approval History: February 2024, June 2025

References:

1.0 Purpose

The Greater Sudbury Public Library makes certain services available to patrons in order to remove barriers to access or to address scarcity. In cases where those services present a material cost to the Library, GSPL may recover those costs through service fees.

2.0 Background

Service fees rates are generally set on a cost-recovery basis. The costs to deliver services outlined within this policy are regularly reevaluated, potentially resulting in increases or decreases in service fees from time to time.

Service fees associated with the use of the Library's collection are outlined in the Membership and Circulation Policy. Fees associated with the use of the Library's meeting spaces are outlined in the Meeting Room and Display Case Policy.

This policy complies with Section 23 of the Public Libraries Act (R.S.O. 1990, c. P.44)

3.0 Schedule of Fees

Service	Fee
Photocopying / Printing (letter and legal size paper, per side)	
Black and White Photocopying/Printing (single-sided)	\$0.15
Black and White Photocopying/Printing (double-sided)	\$0.20
Colour Photocopying/Printing (single-sided)	\$0.25
Colour Photocopying/Printing (double-sided)	\$0.40
Envelopes (9"x12")	\$0.25
Faxing (per sheet)	

Within Canada	\$1.00
Local faxing of resumé	Free
Laminating	
3x5 (or business cards)	\$2.00
Letter	\$3.00
Legal	\$4.00
Ledger	\$5.00
Head Sets	
Ear bud head sets (1 pair)	\$2.00
Interlibrary Loan	
Material requested from lending libraries, when applicable	various
Photographs	
Digitization	\$20.00/image
Digital Reproduction	\$10.00/image
Print Reproduction (5" x 7")	\$10.00/image
Print Reproduction (8.5" x 11")	\$10.00/image
Makerspace	
3D Printer Filament	\$0.10/gram
Vinyl (24" roll)	\$0.25/linear inch
Vinyl (12" roll)	\$0.15/linear inch
T-Shirt Vinyl	\$5.00/sheet
Iron-On Transfer Paper	\$1.50/sheet
Button Blanks	\$5.50 for 20
	\$11.00 for 50