

YUKON PUBLIC LIBRARIES

SUBJECT	POLICY NUMBER	EFFECTIVE DATE:
Library Fees & Fines	2	November 1998
		REVISED:
		November 2002
		September 2006, 2009, 2010
		REVIEWED:
		September 2008, 2012

POLICY STATEMENT

1. This policy provides guidelines for Yukon Public Libraries for the administration of the Library Privileges and Fees Regulations of the Financial Administration Act (FAA). This legislation provides authority for issuing library cards and assessing library fees and penalties with some special provisions for community (referred to in the FAA as “independent branch”) libraries. It indicates fees and fines payable to the Government of Yukon General Revenue Fund for library services.
2. This legislation is under consideration for revision. Any operational procedures that are currently in place that do not conform to the existing legislation are **bolded** below. These procedures allow Yukon Public Libraries to operate within the spirit of the legislation. Such procedures remain in practice until the legislation is changed or different legal advice is received.
3. These guidelines are applicable to Whitehorse Public Library and Yukon community libraries.

LIBRARY CARDS

4. Yukon Public Library cards are free to Yukon residents. **Primary identification needed to obtain a library card is normally a valid Yukon Health Care Card or driver’s license, a valid Indian and Northern Affairs status card (Yukon Region), or other identification confirming Yukon residency.** Other identification may be accepted under the authority of the Director, Public Libraries Branch.
5. A library card enables patrons to borrow and return materials from any Yukon Public Library but is not required to visit a library, and participate in programmes or services. **It may be required for use of the public Internet or WIFI access.**
6. Upon payment of a \$10.00 deposit, non-residents are issued temporary cards in order to borrow materials from any Yukon Public Library. Holders of temporary cards are not permitted to borrow audio-visual materials. **A limit of 3 items is placed on temporary cards.**
7. **A non-resident deposit is refunded in cash at the issuing location to the person to whom the card was issued, within one year of issue, and after the card has been surrendered and the patron’s record is cleared.**
8. Children under grade 9 in school (**loosely interpreted as age 13**) must have their application for a library card or for Internet use signed by a responsible adult. The responsible adult is any adult who undertakes responsibility for the card. The responsible adult is not required to be a parent or legal guardian.

9. Standard bar-coded library cards are used in all Yukon Public Libraries. **A central database of patron registrations is maintained in Whitehorse Public Library for all Yukon Public Libraries.** Once a patron has been issued a library card in any community, it is valid for use in any Yukon Public Library **provided the patron information is updated in the database and the patron has a clear record.**

LIBRARY FEES

10. Fees are not charged for in-house equipment use in Whitehorse Public Library or any community library.
11. The cost for photocopying is 15 cents/page for all copying done by the public. Photocopier revenue is payable to the Government of Yukon General Revenue Fund. **No charge is assessed for copying for reference assistance and for library-related business. GST is collected as applicable on behalf of the Government of Canada.**
12. There is no authority to charge for printing from computers. **Such printing is limited to reasonable amounts i.e. 5 pages/day. FAX services for the public are not normally provided in Yukon Public Libraries, although limited service may be available through some community libraries.**

PENALTIES

13. The fines payable for all overdue books are 2 cents/day to a maximum of \$.25/month or \$1.00/item. **Fines are applied to all formats loaned including audiovisual materials.**
14. If books are lost or damaged beyond repair, the borrower is charged the current list price for retail sale of the book. **For out of print items, the borrower is charged the current replacement cost, and for interlibrary loans, the amount assessed by the lending library.**

COMMUNITY LIBRARIES

15. Boards may establish fees and fines as described in the regulations, but unless they do so by board policy as approved by the Director, Public Libraries Branch, the regulations apply. **System-wide policies and procedures are in place for automated circulation for all Yukon Public Libraries including standardized loan periods and notice production.**

OTHER CONSIDERATIONS

16. **Users of wired Internet workstations and WIFI access (where available) accept the disclaimer on the portal page in lieu of signing a user agreement and log in as required..**

BILLING FOR LOST, OVERDUE & DAMAGED ITEMS

- 17. **First and second overdue notices and invoices are produced centrally for all libraries using the automated circulation system and sent to patrons at set intervals.**
- 18. **Government of Yukon invoices will be issued for amounts owed in excess of \$100 and the debt collected by the Department of Finance.**

REVENUE

- 19. Revenue generated in community libraries under the FAA must be submitted to Public Libraries for deposit to the Government of Yukon General Revenue Fund (including fees, fines, lost and damaged books, photocopier income).
- 20. Revenue payments should be prepared and sent to Public Libraries Branch by cash (in person) or by cheque on a quarterly basis, identifying how the revenue was generated (fines, photocopier use, lost books).
- 21. Community libraries are located on Government of Yukon property and/or in space leased by Government of Yukon or by other arrangements. Revenue generated in community libraries, with limited exceptions, is payable to Government of Yukon.
- 22. Community library boards cannot assess any user fees or charge the public for access to any library programmes or services or for the use of any collection or equipment provided and maintained by public funds e.g. Internet use, story time, computer printing, interlibrary loans

Approved:

Director, Public Libraries Branch

Date