

<b>3.</b>	<b>FINANCE</b>	
<b>3.2.</b>	<b>Revenue</b>	
<i>Effective</i>	<i>2006</i>	<i>Revised</i>
<i>Next Review</i>	<i>2011</i>	

3.2.1. All monies received by the Library are incorporated into the general revenue fund, unless otherwise specified.

**3.2.1.1. Customer Charges**

- 3.2.1.1.1. Charges levied against a customer must be paid in the following tenders: cash, cheque, debit card or credit card.
- 3.2.1.1.2. The Library will not accept donations of books or other materials in lieu of payment, but may accept in lieu of payment for a lost or damaged item another new copy of that same item or an item of equal value with the prior approval of a librarian.
- 3.2.1.1.3. Upon arrangement with the Chief Librarian, a person may be allowed as a volunteer to work off the charges levied against their account.
- 3.2.1.1.4. A service charge will be levied for payments that do not clear, such as cheques marked Not Sufficient Funds. The charge will be in the amount of any additional processing charges incurred by the Library.

**3.2.1.2. Disposition of Surplus Property**

- 3.2.1.2.1. The Library may dispose of Library materials, equipment or furniture which are no longer required or appropriate for Library use. Methods of disposal may include: sale at a fixed price, sale by sealed bid, sale by open bid, or transfer of property to the City for sale at a public auction.
- 3.2.1.2.2. Property with an estimated value of less than \$500 may be disposed of at the discretion of the Chief Librarian.
- 3.2.1.2.3. Property with an estimated value of \$500 or more may be disposed of by a method determined by the Library Board.