



Task Title: Understanding University Library Fees

OALCF Cover Sheet – Practitioner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes ☐ No ☐

Goal Path: Employment ☐ Apprenticeship ☐

Secondary School ☐ Post Secondary ☐ Independence ☐

Task Description: The learner will review online information about university library fees and answer questions.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Read continuous text/A1.2
- Find and Use Information/Interpret documents/A2.1

Materials Required:

- Pen/pencil and paper and/or digital device
- Computer

Task Title: UnderstandingUniversityLibraryFines_P_A1.2_A2.1

Learner Information

Universities typically have specific rules about borrowing library materials. This includes the penalties for failing to return materials on time. Students need to understand library fines so they can avoid them.

Scan the information on Toronto Metropolitan University's library fines page:

<https://library.torontomu.ca/services/borrower/fines/>

Work Sheet

Task 1: What is the fine amount for a

a) DVD on the 5th to 10th floors that has been lost and must be replaced?

Answer:

b) textbook in the reserve collection (2nd floor) that is one hour late?

Answer:

c) calculator that is one hour late?

Answer:

Task 2: How can a student check to see if they have fines?

Answer:

Task 3: List the payment methods that can be used to pay fines.

Answer:

Answers

Task 1: What is the fine amount for a

a) DVD on the 5th to 10th floors that has been lost and must be replaced?

Answer: \$125

b) Textbook in the reserve collection (2nd floor) that is one hour late?

Answer: \$5 [fine is \$5/hour]

c) calculator that is one hour late?

Answer: No fine

Task 2: How can a student check to see if they have fines?

Answer: They can log into "my library account"

Task 3: List the payment methods that can be used to pay fines.

Answer: Fines can be paid in person or by phone using VISA, Mastercard, American Express, or OneCard. Note: Personal checks cannot be used to pay fines.

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A1.2	scans text to locate information			
	locates multiple pieces of information in simple texts			
	makes low-level inferences			
	begins to identify sources and evaluate information			
A2.1	scans to locate specific details			

This task: Was successfully completed ☐ Needs to be tried again ☐

Learner Comments:

Instructor (print):

Learner (print):
