

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
 Uniform Schedules of Fines, Rentals, Replacement Charges & Fees

Approved February 15, 2005

Library fines and fees are reviewed annually. Changes may be made to encourage the return of materials in demand.

| ITEM | LOAN PERIOD | LOAN LIMIT | RENTAL OR PURCHASE FEES | OVERDUE FINES | RENEWAL YES/NO | HOLDS YES/NO | REPLACEMENT CHARGES* |
|--|--------------------|-------------------|--------------------------------|---|-----------------------|---------------------|---|
| Audio Book/Cassette (with or without book) | 3 weeks | No # | | 25 cents per day Max \$15 or cost (whichever is less) | Yes; 3 renewals | Yes | Cost listed for set, or \$8 per missing or damaged cassette plus \$3 service charge |
| Audio Book/CD (with or without book) | 3 weeks | No # | | 25 cents per day Max \$15 or cost (whichever is less) | Yes; 3 renewals | Yes | Cost listed for set, or \$8 per missing or damaged CD plus \$3 service charge |
| Audio Book/MP3 (with or without book) | 3 weeks | No # | | 25 cents per day Max \$15 or cost (whichever is less) | Yes; 3 renewals | Yes | Cost listed for set, or \$8 per missing or damaged MP3 plus \$3 service charge |
| Audio Cassette, Youth | 3 weeks | No # | | 15 cents per day Max \$7.50 or cost (whichever is less) | Yes; 3 renewals | Yes | Cost listed plus \$3 service charge |
| Book (hardcover or paperback) | 7 days or 3 weeks | No # | | 15 cents per day Max \$7.50 or cost (whichever is less) | Yes; 3 renewals | Yes | Cost listed plus \$3 service charge |
| Book Rental | 1, 2, or 3 weeks | No # | \$1 per week | 25 cents per day Max cost of book | No | No | Cost listed plus \$3 service charge |
| CD-ROM | 3 weeks | No # | | 25 cents per day Max \$15 or cost (whichever is less) | Yes; 3 renewals | Yes | Cost listed plus \$3 service charge |

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|-----------------------------|---|-------------------|--------------------------------|---|----------------------------|---------------------|--|
| Compact Disc | 3 weeks | No # | | 15 cents per day Max \$7.50 or cost (whichever is less) | Yes; 3 renewals | Yes | Cost listed plus \$3 service charge |
| DVD-Video, Adult Feature | 1 week | No # | | \$1 per day Max \$10 or cost (whichever is less) | Yes; 3 renewals | Yes | Cost listed plus \$3 service charge. Full-set cost may be required. |
| DVD-Video, Adult | 3 week | No # | | \$1 per day Max \$10 or cost (whichever is less) | Yes; 3 renewals | Yes | Cost listed plus \$3 service charge. Full-set cost may be required. |
| DVD-Video, Youth | 3 weeks | No # | | \$1 per day Max \$10 or cost (whichever is less) | Yes; 3 renewals | Yes | Cost listed plus \$3 service charge. Full-set cost may be required. |
| E-books | 3 weeks, unless from MEL collection | No # | | | | | |
| ESL Audio Books | 3 weeks | No # | | 25 cents per day | Yes; unlimited renewals | Yes | Cost listed plus \$3 service charge. |
| ESL Books | 3 weeks | No # | | 15 cents per day | Yes; unlimited renewals | Yes | Cost listed plus \$3 service charge. |
| ESL Media Kit | 3 weeks | No # | | 15 cents per day | Yes; unlimited renewals | Yes | Cost listed plus \$3 service charge. |
| ESL Video | 3 weeks | No # | | \$1 per day | Yes; unlimited renewals | Yes | Cost listed plus \$3 service charge. |

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|-----------------------------|----------------------------------|-----------------------|---|--|----------------------------------|---------------------|--|
| Holiday Materials | 1 week | No # | | See specific item. | See specific item. | See specific item. | See specific item. |
| Inter library Loan - OCLC | As permitted by lending library. | No # | Fee charged by original lending library, paid in advance. | \$1 per day, plus other charges as billed. Max cost of item. | As permitted by lending library. | Does not apply. | Cost billed by original lending library. |
| Inter library Loan - MelCat | 3 weeks | No # | | \$1 per day, plus other charges as billed. Max cost of item. | Yes; one renewal | Does not apply. | Cost billed by original lending library. |
| Magazine | 1 week | 6 per patron checkout | | 15 cents per day Max \$2 | No | Yes | \$4 plus \$3 service charge |
| Media Kit | 3 weeks | No # | | 15 cents per day Max \$7.50 | Yes; 3 renewals | Yes | Cost listed plus \$3 service charge |
| Paperback, Popular | No loan period | No # | | No fines | Does not apply. | Does not apply. | No replacement |
| Picture/Pamphlet | 3 weeks | No # | | 15 cents per day per envelope Max \$2 per envelope | Yes; 3 renewals | No | \$2 plus \$3 service charge |
| Poster | 3 weeks | No # | | 15 cents per day Max \$2 | Yes; 3 renewals | Yes | Cost listed plus \$3 service charge |

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|-----------------------|-------------|------------|-------------------------|--|--------------------|--------------|---|
| Video, Adult, Feature | 1 week | No # | | \$1 per day Max \$10 or cost (whichever is less) | Yes; 3 renewals | Yes | Cost listed plus \$3 service charge. Full-set cost may be required. Arm replacement, \$4 plus \$3 service charge. |
| Video, Adult | 3 weeks | No # | | \$1 per day Max \$10 or cost (whichever is less) | Yes; 3 renewals | Yes | Cost listed plus \$3 service charge. Full-set cost may be required. Arm replacement, \$4 plus \$3 service charge. |
| Video, Youth (All) | 3 weeks | No # | | \$1 per day Max \$10 or cost (whichever is less) | Yes; 3 renewals | Yes | Cost listed plus \$3 service charge. Full-set cost may be required. Arm replacement, \$4 plus \$3 service charge. |

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| MISSING & DAMAGED PARTS | | | | | | | |
|---|--------------------|-------------------|--------------------------------|----------------------|-----------------------|---------------------|-----------------------------|
| ITEM | LOAN PERIOD | LOAN LIMIT | RENTAL OR PURCHASE FEES | OVERDUE FINES | RENEWAL YES/NO | HOLDS YES/NO | REPLACEMENT CHARGES* |
| Audio Book CD Case | | | | | | | \$5 plus \$3 service charge |
| Audio Cassette Case | | | | | | | \$2 plus \$3 service charge |
| Bar Code Label RFID Tag | | | | | | | \$1 plus \$3 service charge |
| CD ROM Case | | | | | | | \$5 plus \$3 service charge |
| Compact Disc Case | | | | | | | \$2 plus \$3 service charge |
| DVD Video Case | | | | | | | \$2 plus \$3 service charge |
| Media Kit Bag | | | | | | | \$4 plus \$3 service charge |
| Pamphlet accompanying other media | | | | | | | \$5 plus \$3 service charge |
| Pamphlet envelope | | | | | | | \$1 plus \$3 service charge |

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| ADDITIONAL FEES | | | | | | | |
|--|--------------------|-------------------|--|------------------------------|-----------------------|---------------------|--|
| ITEM | LOAN PERIOD | LOAN LIMIT | RENTAL OR PURCHASE FEES | OVERDUE FINES | RENEWAL YES/NO | HOLDS YES/NO | REPLACEMENT CHARGES* |
| Black/White Photocopy or Printout | | | 10 cents per sheet, 8 ½ X 11, 8 ½ X 14 20 cents per sheet, 11 X17 | | | | |
| Borrower's Library Card or Duplicate Key Tag | | | | | | | Free courtesy card or key tag first time replacement, additional replacement cards or key tags, \$2 each |
| Color Photocopy or Printout | | | \$1 per sheet | | | | |
| Copier Card | | | 30 cents | | | | |
| Cranbrook Pass | 2 weeks | 2 passes | | 25 cents per day Max \$10 | No renewals | Yes | \$10 if lost plus \$3 service charge |
| MEETING ROOM & EQUIPMENT FEES | | | | | | | |
| Board Room ** | | | \$40 for non-profits, \$90 for For-profit groups, max. capacity 12 | | | | |
| Community Room ** | | | \$100 for non-profits, \$200 for For-profit groups, max. capacity 220 | | | | |

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| MEETING ROOM & EQUIPMENT FEES | | | | | | | |
|--|--|--|---|--|--|--|--|
| Data Video Projector | | | \$75 for non-profits, \$75 for For-profit groups | | | | |
| L.H. Green Room ** | | | \$50 for non-profits, \$100 for For-profit groups, max. capacity 120 | | | | |
| Meeting Room #2 ** | | | \$20 for non-profits, \$70 for For-profit groups, 40 max. capacity | | | | |
| Meeting Room #3 *** | | | Free for non-profits, \$40 for For-profit groups, max. capacity 18 | | | | |

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REPLACEMENT CHARGES NOTES:

*Items that need to be withdrawn from the database, reordered, and/or reprocessed require an additional “service charge” as noted in addition to replacement cost. Some items, such as DVDs, Videos, and Audio Books, may only be replaced as a full set, so full-set replacement cost may be required to be paid in order to replace a single item in the set. Replacement value may be adjusted by a librarian. If the replacement cost is paid and the item is located within 30 days in proper condition for continued use, the replacement cost will be refunded, minus the \$3 service charge, when the item is presented with the receipt issued at time of replacement cost payment.

NOTE: 150 item limit per card. All items which are renewable, except Interlibrary Loan items, may be renewed three times if there are no holds.

MEETING ROOM NOTES:

**Rental to all groups limited to six uses per year per organization.

***Free rental to non-profit groups limited to six uses per year per organization. \$10 equipment and warming kitchen fee.

All rates are for four-hour time periods. Warming service kitchen and equipment is included in room rental. A fee of \$25 for early room entry (between 8:00-8:30 a.m. Monday-Saturday; \$40 early room entry (between 11:00 a.m.-noon Sunday) and \$25 for late endings (8:45-9:45 p.m.).