

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY - APPROVED
Uniform Schedules of Fines, Rentals, Replacement Charges & Fees
Effective April 1, 2015

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 FEES	OVERDUE FINES	RENEWAL YES/NO	HOLDS YES/NO	REPLACEMENT CHARGES*
Audio Book /CD/MP3 (with or without book)	3 weeks	No #		25 cents per day fine. Max \$10 fine or cost (whichever is less)	Yes; 3 renewals	Yes	Cost listed for set, or \$8 per missing or damaged- CD plus \$5 service charge
Audio Book Downloadable	1,2, or 3 weeks	10 max combined with E-book			No	Yes	
Book (hardcover or paperback)	7 days or 3 weeks	No #		25 cents per day fine. Max \$10 fine or cost (whichever is less)	Yes; 3 renewals	Yes	Cost listed plus \$5 service charge
E-book	3 weeks max	10 Max combined with Audio Book			Yes for overdrive e-books	Yes	
Book Rental	Daily; first day free	No #	25 cents per day for 20 days	After 21 days- 50 cents per day fine. Max cost of book	No	No	Cost listed plus \$5 service charge
CD-ROM	7 days or 3 weeks	No #		25 cents per day fine. Max \$10 fine or cost (whichever is less)	Yes; 3 renewals	Yes	Cost listed plus \$5 service charge
CD (Compact Disc)	3 weeks	No #		25 cents per day fine. Max \$10 fine or cost (whichever is less)	Yes; 3 renewals	Yes	Cost listed plus \$5 service charge
Cranbrook Pass <i>Limited to Bloomfield Township Library Cardholders.</i>	2 weeks	2 passes per BTPL library card only		25 cents per day fine. Max fine \$10	Yes; 3 renewals	Yes	\$25 if lost plus \$5 service charge

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DVD Rental Adult	Daily First day free- (Return DVD by Library closing time the following day.)	No #	Resident:\$1/day for 15 days (Max fee \$15) Nonresident:\$2/day for 8 days(Max fee \$16)		No	No	Cost listed plus \$5 service charge.
DVD- Adult, Feature & Non-Feature	1 week	No #		\$1per day fine. Max \$15 fine or cost (whichever is less)	Yes; 3 renewals	Yes	Cost listed plus \$5 service charge. <i>Full-set cost may be required.(plus \$5 service charge)</i>
DVD Youth, Feature	1 week	No #		\$1per day fine. Max \$15 fine or cost (whichever is less)	Yes; 3 renewals	Yes	Cost listed plus \$5 service charge. <i>Full-set cost may be required.(plus \$5 service charge)</i>
DVD – Youth, Non-Feature	3 weeks	No #		\$1 per day fine. Max \$15 fine or cost (whichever is less)	Yes 3 renewals	Yes	Cost listed plus \$5 service charge. <i>Full-set cost may be required.(plus \$5 service charge)</i>

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ESL DVD	3 weeks	No #		\$1per day fine. Max fine \$15	Yes; 3 renewals	Yes	Max cost listed plus \$5 service charge.
Game	1 week	No#		\$1per day fine. Max fine \$15	Yes	Yes	Max cost listed plus \$5 service charge.
Interlibrary Loan -MelCat from BTPL-	3 weeks	50 per patron	None	\$1 per day fine Max fine \$15	Yes; One renewal	Holds can be placed only if material is on shelf	Cost billed by original lending library or default cost of \$55-\$105 Plus \$5 service charge.
Interlibrary Loan – MelCat to BTPL	As permitted by lending institution	50 per patron	None	\$1per day fine. Max fine \$15	As permitted by lending Library.	Does not Apply	Cost billed by original lending library or default cost of \$55-\$105 Plus \$5 service charge.
Interlibrary Loan – ALA	As permitted by lending library	No #	\$10 processing fee, plus fee charged by original lending library, paid in advance	\$1 per day fine plus other charges as billed. Max fine \$15	As permitted by lending Library.	Does not apply	Cost billed by original lending library plus \$5 service charge

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Kindergarten Readiness Kit	3 weeks	No #		\$1 per day fine. Max fine \$15	Yes 3 renewals	Yes	Cost of item (s) plus bag, box or case plus \$5 service charge
Library Umbrella	3 weeks	No #		\$0.10 per day Max \$5.00 fine	No	No	Item plus \$5 service charge
Magazine	1 week	No #		25 cents per day fine. Max fine \$5	No	Yes	\$4 plus \$5 service charge
Media Kit	3 weeks	No #		25 cents per day fine. Max fine \$10	Yes; 3 renewals	Yes	Cost listed plus \$5 service charge
Picture/ Pamphlet	3 weeks	No #		25 cents per day fine per envelope. Max fine \$5 per envelope	Yes; 3 renewals	No	\$5 plus \$5 service charge
Poster	3 weeks	No #		25 cents per day fine. Max fine \$5	Yes; 3 renewals	Yes	\$15 plus \$5 service charge
Special Needs Collection Non-Book	3 weeks	No #		\$1 per day fine. Max fine \$15	Yes 3 renewals	Yes	Cost of item (s) plus \$5 service charge
STEM Collection	3 weeks	No #		\$1per day fine Max fine \$15	Yes 3 renewals	Yes	Cost of item(s) plus \$5 service charge
Vitality Kits	3 weeks	No #		\$1 per day fine. Max fine \$15	Yes 3 renewals	Yes	Cost of item(s) plus \$5 service charge

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MISSING & DAMAGED PARTS	
ITEM	REPLACEMENT CHARGES
Media Cases	\$5 <i>Plus \$5 service charge</i>
Cover art, Bar Code, Label, RFID Tag	\$2 each <i>Plus \$5 total service charge unless entire case is replaced.</i>
Canvas Kit Bag	\$8 <i>Plus \$5 service charge</i>
Library By Mail Bag Small Large	\$7.25 <i>Plus \$5 service charge</i> \$7.50 <i>Plus \$5 service charge</i>
Special Needs Collection Bags/Plastic Backpack Small (yellow); Medium (red) Large (blue)	Bag Charge: Sm. Yellow \$4.50 – Med. Red \$5.75 – Large Blue \$11.00 – Plastic Backpack \$13 <i>Plus \$5 service charge</i>
Special Needs Collection Boxes Blue Top Small, Medium, Large	Box Charge for Blue Top Small \$4.00 – Medium \$7.00 – Large \$8.00 <i>Plus \$5 service charge</i>
Special Needs Collection Boxes White Top Small, Medium, Large	Box Charge for White Top Small \$5.00 – Medium \$8.00 – Large \$12.00 <i>Plus \$5 service charge</i>
STEM Collection Boxes	Small \$4.00 – Medium \$7.00 – Large \$8.00 <i>Plus \$5 service charge</i>

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ADDITIONAL FEES & SERVICES		
ITEM	RENTAL OR PURCHASE FEES	REPLACEMENT CHARGES*
Black/White Photocopy or Printout	15 cents per sheet, 8 ½ x 11, 8 ½ x 14 20 cents per sheet, 11 x 17	
Color Photocopy or Printout	50 cents per sheet	
Borrower's Library Card or Duplicate Key Tag **		RFID replacement - \$10 Key Tag replacement - \$3
Copier Card	50 cents	
Returned Check for non-sufficient funds	\$18.00 per NSF Check Returned	

***Replacement Charges:**

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, 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. The replacement value for items borrowed through MelCat cannot be adjusted by Library staff. 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 fully refunded, minus the \$5 service charge, when the item is presented. Items must be pre-approved by a librarian

Library Cards:

- Non -resident temporary card will limit new cardholder to max of 3 items. Card expires in 2 weeks pending verification of eligibility
- All outstanding fees and fines must be paid in full to renew or replace a library card.
- Valid library card use will be suspended if threshold of \$15 in fines or fees is reached until fines and fees are paid.
- 99 item cumulative limit per card for Bloomfield Township cardholders, Birmingham taxpayers, Cranbrook and Detroit cardholders. 10 item cumulative limit per card for eligible non-resident cardholders.
- \$25 or more in overdue billed materials or fines will be pursued by a collection agency.
- A \$15 non refundable collection fee will be assessed per account.

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CIRCULATION AND USE POLICY

**BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
POLICY MANUAL
SECTION IV – CIRCULATION, ELIGIBILITY, AND ACCESS**

CIRCULATION AND USE POLICY

All current Township residents, property owners, and employees of Township taxpayers are eligible for library cards at Bloomfield Township Public Library (“BTPL”). BTPL cardholders have full access to all services, facilities and collections of the library, subject to library policies and procedures.

Nonresident cards are not offered at BTPL. Borrowing privileges and other library services may be available to nonresidents if they live in a community with which BTPL has entered into a reciprocal borrowing agreement, approved by the BTPL Board of Trustees, which specifically provides for such services. Terms of library services for those covered by an approved reciprocal agreement are governed by such agreement and subject to BTPL policies and procedures.

A nonresident with a library card for a library that (i) is located in his or her community (ii) is a current member of The Library Network and (iii) offers reciprocal borrowing privileges to BTPL cardholders may use his or her home library card to register at BTPL to borrow books and other materials, subject to BTPL policies and procedures.

Nonresidents who are not covered by a reciprocal borrowing agreement or a resident of a TLN member library are welcome to visit and browse BTPL’s collections, and may attend certain public events or programs and use BTPL guest computers for a limited amount of time subject to BTPL policies and procedures, but may not borrow books or other materials or be entitled to other limited or restricted library services.

Eligibility for a library card and/or use of library services or facilities is subject to compliance with all BTPL policies and procedures. A library card and/or the right to use of library services or facilities may be revoked at any time upon non-compliance with any BTPL policy or procedure.

Approved: April 26, 2011

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ADDITIONAL FEES & SERVICES

HOLDS:

- Only Bloomfield Township cardholders can place holds **up to 99 items**.

RENEWAL:

Only Bloomfield Township cardholders and residents of Birmingham may renew materials in our collection based on our renewal parameters.
NO RENEWALS FOR OTHER NON-RESIDENTS. All items which are renewable may be renewed three times if there are no holds.

NOTIFICATION SCHEDULE:

EMAIL:

Rental Books: A reminder notice of rental checkout will be sent 14 days after due date. (rentals check out for 1 day) Overdue notice for Rental books will be sent 22 days and 26 days after due date (this is when Rental fee increases). Billed notification for Rental books is sent out 30 days after due date.

Rental DVD: A reminder notice of rental checkout will be sent 2 days and 4 days after due date. (rentals check out for 1 day) Overdue notice for Rental DVD's will be sent 7 days after due date (this is when Rental fee increases). Billed notification for Rental DVD's is sent out 12 days after due date.

1 week items: Courtesy notice will be sent 2 days before item is due. Overdue notice will be sent 2 days, 4 days, and 7 days after item is due. Billed notification for overdue item will be sent 15 days after item is due.

3 week items: Courtesy notice will be 4 days before item is due. Overdue notice will be sent 2 days, 7 days, and 14 days after item is due. Billed notification for overdue item will be sent 28 days after item is due.

Cranbrook Passes: Courtesy notice will be sent 4 days before item is due. Overdue notice will be sent 2 days, 4 days, and 7 days after item is due. Billed notification for overdue item will be sent 15 days after item is due.

TELEPHONE NOTIFICATION:

Rental Books: A reminder notice of rental checkout will be sent 14 days after due date.(rentals check out for 1 day) Overdue notice for Rental books will be sent 22 days and 26 days after due date. (this is when Rental fee increases). No courtesy or billing notice sent by telephone.

Rental DVD: A reminder notice of rental checkout will be sent 7days after due date. (rentals check out for 1 day) Overdue notice for Rental DVD's will be sent 22 days and 26 days after due date (this is when Rental fee increases). No courtesy or billing notice sent by telephone.

1 week items: Overdue notice will be sent 2 days, 4 days, and 7 days after item is due. No courtesy or billing notice sent by telephone.

3 week items: Overdue notice will be sent 2 days, 7 days, and 14 days after item is due. No courtesy or billing notice sent by telephone.

Cranbrook Passes: 2 week loan period. Overdue notice will be sent 2 days, 4 days, and 7 days after item is due. No courtesy or billing notice sent by phone.

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COMPUTER USE:

Those who live or work in Bloomfield Township will receive priority access to Library computers and may use their BTPL card for unlimited computer use.

Residents from the service area of The Library Network (TLN) may use their hometown Library card to use select computers for up to two hours of computer use per day.

Daily guest passes are available in the Computer Center for anyone who does not live or work in Bloomfield Township or live in the service area of The Library Network for computer use of up to two hours on select computers.

STUDY ROOMS:

Study rooms are available to Bloomfield Township residents, Cranbrook staff, students and teachers, and Oakland Literacy Council tutors with a valid Library card only. There is a 2 hour limit for study room usage.

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MEETING ROOMS

Meeting rooms are available for reservation by Bloomfield Township taxpayer's only-residents, property owners, and employees of Township organizations and businesses-with a current Library card in good standing. The rates established for the use of a meeting room range from \$0 to \$240 for four hours. Meeting room 3 is available for use by tax-exempt organizations, (including charitable 501©3 organizations, homeowners associations, and similar community service organizations), at no charge.

FACILITY & GROUNDS USE FEES EFFECTIVE APRIL 1, 2010

MEETING ROOM	NONPROFIT RATE	PROFIT RATE
<p align="center">Leslie Harcourt Green Community Room</p> <p align="center"><i>Seating: 90 chairs at 30 tables or 140 chairs only</i></p>	\$100.00	\$240.00
<p align="center">Meeting Room 1</p> <p align="center"><i>46 chairs at tables only</i></p>	\$50.00	\$120.00
<p align="center">Meeting Room 2</p> <p align="center"><i>56 chairs only</i></p>	\$50.00	\$120.00
<p align="center">Meeting Room 3</p> <p align="center"><i>18 chairs at 3 tables</i></p>	\$0	\$60.00

All meeting room rates are per four-hour period. A late fee of \$25.00 for each 5 minutes over the end time of the meeting room reservation will be charged.