

BLOOMFIELD TOWNSHIP PUBLIC LIBRARY
 Uniform Schedules of Fines, Rentals, Replacement Charges & Fees
 Effective April 1, 2023

All library items are due at the close of the library business day.

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

ITEM	LOAN PERIOD	LOAN LIMIT	FEES	OVERDUE FINES	RENEWAL YES/NO	HOLDS YES/NO	REPLACEMENT CHARGES*
Audio Book/ CD/MP3 booklet	3 weeks	No #		\$.25 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
Book (hardcover or paperback)	3 weeks	No #		\$.25 per day fine. Max \$10 fine or cost (whichever is less)	Yes; 3 renewals	Yes	Cost listed plus \$5 service charge
Book (holiday – Youth)	1 week	No #		\$.25 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 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 per day fine. Max fine \$10	Yes; 3 renewals	Yes	\$25 if lost plus \$5 service charge

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DVDS

ITEM	LOAN PERIOD	LOAN LIMIT	FEES	OVERDUE FINES	RENEWAL YES/NO	HOLDS YES/NO	REPLACEMENT CHARGES*
DVD- Adult & Youth, Feature	1 week	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>
DVD – Adult & 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>
ESL DVD	3 weeks	No #		\$1 per day fine. Max fine \$15 or cost (whichever is less)	Yes; 3 renewals	Yes	Max cost listed plus \$5 service charge.

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INTERLIBRARY LOAN & MELCAT

ITEM	LOAN PERIOD	LOAN LIMIT	FEES	OVERDUE FINES	RENEWAL YES/NO	HOLDS YES/NO	REPLACEMENT CHARGES*
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 (limited to BT residents)	As permitted by lending institution	50 per patron	None	\$1 per day fine. Max fine \$15	As permitted by lending institution.	Does not Apply	Cost billed by original lending library or default cost of \$55-\$105 Plus \$5 service charge.
Interlibrary Loan – ALA (limited to BT residents)	As permitted by lending institution	No #	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 institution.	Does not apply	Cost billed by original lending library plus \$5 service charge
Interlibrary Loan- ALA photocopies (limited to BT residents)		No #	Fee charged by original lending library, paid in advance.				

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MISC.

ITEM	LOAN PERIOD	LOAN LIMIT	FEES	OVERDUE FINES	RENEWAL YES/NO	HOLDS YES/NO	REPLACEMENT CHARGES *
ASC Non-Book	3 weeks	No #		\$1 per day fine. Max fine \$15 or cost (whichever is less)	Yes; 3 renewals	Yes	Cost of item(s) plus \$5 service charge
Library Umbrella	3 weeks	No #		\$.25 per day Max \$5.00 fine or cost (whichever is less)	No	No	Item plus \$5 service charge
Magazine	1 week	No #		\$.25 per day fine. Max fine \$5 or cost (whichever is less)	Yes; 3 renewals	Yes	\$4 plus \$5 service charge
Media Kit	3 weeks	No #		\$.25 per day fine. Max fine \$10 or cost (whichever is less)	Yes; 3 renewals	Yes	Cost listed plus \$5 service charge
Maps	3 weeks	No #		\$.25 per day fine per envelope. Max fine \$5 per envelope	Yes; 3 renewals	No	\$5 plus \$5 service charge
Poster	3 weeks	No #		\$.25 per day fine. Max fine \$5	Yes; 3 renewals	Yes	\$15 plus \$5 service charge
STEAM Collection (Youth)	3 weeks	No #		\$1 per day fine. Max fine \$15 or cost (whichever is less)	Yes; 3 renewals	Yes	Cost of item(s) plus \$5 service charge
STEM Collection (Adult)	3 weeks	No #		\$1 per day fine Max fine \$15 or cost (whichever is less)	Yes; 3 renewals	Yes	Cost of item(s) plus \$5 service charge
Vitality Kit	3 weeks	No #		\$1 per day fine. Max fine \$15 or cost (whichever is less)	Yes; 3 renewals	Yes	Cost of item(s) plus \$5 service charge
WonderBook	3 weeks	No #		\$.25 per day fine. Max fine \$10 or cost (whichever is less)	Yes; 3 renewals	Yes	Cost listed plus \$5 service charge
World Language Kit	3 weeks	No #		\$1 per day fine. Max fine \$15 or cost (whichever is less)	Yes; 3 renewals	Yes	Cost of item(s) plus \$5 service charge

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DOWNLOADABLES

ITEM	VENDOR	LOAN PERIOD	LOAN LIMIT	RENEWAL YES/NO	HOLDS YES/NO	FINE THRESHOLD
Audio book (hoopla)	Midwest Tape	21 days from the time title was borrowed (for most)	16 borrows total per calendar month	No; but patrons may check out the item again if they have not met their loan limit for the month	No; items on hoopla are always available	\$15
Audio book (Libby)	OverDrive	21-day default; can be changed to 7, 10, or 14 days by patron	10 loans on account at one time; ability to return title for another	Yes, renew option appears three days before title expires as long as there are no holds.	Yes; up to 10 holds per account at one time	\$15
BingePass (hoopla)	Midwest Tape	7 days from the time item is borrowed (for most)	16 borrows total per calendar month	No; but patrons may check out the item again if they have not met their loan limit for the month	No; items on hoopla are always available	\$15
Credit-Free Viewing Titles (Kanopy)	Kanopy	N/A	No limit – these titles do not require play credits to view	No; but patrons may check out items again immediately after due date if they have not met their loan limit for the month	No; items on Kanopy are always available	\$15
eBooks, Comic books (hoopla)	Midwest Tape	21 days from the time title was borrowed (for most)	16 borrows total per calendar month	No; but patrons may check out the item again if they have not met their loan limit for the month	No; items on hoopla are always available	\$15
eBooks (Libby)	OverDrive	21-day default; can be changed to 7, 10, or 14 days by patron	10 loans per account at one time; ability to return title for another	Yes, renew option appears three days before title expires as long as there are no holds.	Yes; up to 10 holds per account at a time	\$15
Magazine (Libby)	OverDrive	21 days	Magazines do not count toward checkout limit.	Yes, renew option appears three days before title expires. Magazine checkouts are unlimited.	No; magazines on OverDrive are always available	\$15

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Music album (hoopla)	Midwest Tape	7 days from the time item is borrowed (for most)	16 borrows total per calendar month	No; but patrons may check out items again if they have not met their loan limit for the month	No; items on hoopla are always available	\$15
Movie (Kanopy)	Kanopy	3 days/72 hours	16 borrows total per calendar month	No; but patrons may check out items again immediately after due date if they have not met their loan limit for the month	No; items on Kanopy are always available	\$15
Movie (Kanopy Kids)	Kanopy	3 days/72 hours	No limit – these titles do not require play credits to view.	No; but patrons may check out items again immediately after due date if they have not met their loan limit for the month	No – items on Kanopy are always available	\$15
Movie (Great Courses)	Kanopy	3 days/72 hours	No limit – these titles do not require play credits to view.	No; but patrons may check out items again immediately after due date if they have not met their loan limit for the month	No – items on Kanopy are always available	\$15
Movie/TV episode (hoopla)	Midwest Tape	3 days/72 hours (for most)	16 borrows total per calendar month	No; but patrons may check out items again immediately after due date if they have not met their loan limit for the month	No - items on hoopla are always available	\$15
Video (Libby)	OverDrive	7-day default; can be changed to 3 or 5 days by patron	10 loans per account at one time; ability to return title for another.	Yes, renew option appears three days before title expires as long as there are no holds.	Yes - up to 10 holds per account at one time	\$15

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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 for any or all <i>Plus \$5 total service charge unless entire case is replaced.</i>
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>
ASC Bags/Backpack Small (yellow); Medium (red) Large (blue)	Bag Charge: Small Yellow \$4.50 – Medium Dark Green, Royal Blue, Red \$5.75 – Large Blue \$11.00 – Backpack \$13 <i>Plus \$5 service charge</i>
ASC and World Language Collection Boxes	Box Charge: Extra Small \$4 (8"x6"x9") – Small \$8 (6"x9"x14") – Medium \$8 (12"x9"x15") - Large - \$9 (12"x12"x15") Extra Large \$10 (8"x18"x24") - XXL \$15 (13"x18"x24") - Round \$12 (24") <i>Plus \$5 service charge</i>
STEM Collection Boxes	Box Charge: Small \$4– Medium \$7– Large \$8 <i>Plus \$5 service charge</i>
STEAM Collection Bags	Bag Charge: \$10; <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 per sheet, 8 ½" x 11", 8 ½" x 14" \$.20 per sheet, 11" x 17"	
Color Photocopy or Printout	\$.50 per sheet	
Borrower's Library Card		RFID replacement - \$5
Duplicate Key Tag		Key Tag replacement - \$1
Copier Card	\$.50	
Returned Check for non-sufficient funds	\$18 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 Library staff. The replacement value for items borrowed through Me!Cat cannot be adjusted by Library staff. If the replacement cost is paid and the item is located within 30 days of payment in proper condition for continued use, the replacement cost will be fully refunded, minus the \$5 service charge. Replacement items must be pre-approved by Library staff.

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

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 AND SERVICES

HOLDS:

Only Bloomfield Township cardholders can place holds on **up to 99 items**. Items will be held for eight days. MeCat items will be held for 10 days.

RENEWAL:

Bloomfield Township cardholders receive automatic renewals on items, up to three times, as available. All other patrons receive one automatic renewal on items, as available.

Checkout amounts: Bloomfield Township cardholders up to 99 items. All other patrons up to 15 items.

EMAIL NOTIFICATION SCHEDULE:

1-week items: Courtesy/renewal 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/renewal notice will be sent 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/renewal 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.

COMPUTER USE:

Bloomfield Township cardholders will receive priority access to Library computers 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 cardholders; Cranbrook staff, students and teachers; and Oakland Literacy Council only. There is a two-hour limit for study rooms.

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MEETING ROOMS

Meeting rooms are available for reservation by Bloomfield Township taxpayers 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, 2023

MEETING ROOM	NONPROFIT RATE	PROFIT RATE
Leslie Harcourt Green Community Room <i>Seating: 90 chairs at 30 tables or 140 chairs only</i>	\$100	\$240
Meeting Room 1 <i>46 chairs at tables only</i>	\$50	\$120
Meeting Room 2 <i>56 chairs only</i>	\$50	\$120
Meeting Room 3 <i>18 chairs at 3 tables</i>	\$0	\$60

All meeting room rates are per four-hour period. A late fee of \$25 for each five minutes over the end time of the meeting room reservation will be charged.