

# Policy Manual

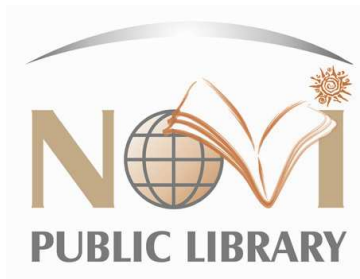
## SCHEDULE OF LOANS, FINES AND FEES

### CIRCULATION

<u>Type of Material</u>	<u>Loan Period</u>	<u>Renew Limit</u>	<u>Overdue Fine/Day</u>
Adult Books	21 days	2	\$.10
Adult Paperbacks	21 days	2	\$.10
Large Print Books	21 days	2	\$.10
International Language Books	21 days	2	\$.10
Lucky Day Books	7 days	0	\$.10
Young Adult Books	21 days	2	\$.10
Young Adult Notes	7 days	0	\$.10
Youth Books	21 days	2	\$.10
Holiday Books	7 days	0	\$.10
7-Day Books	7 days	0	\$.10
Circulating Magazines	7 days	0	\$.10
Music CDs	7 days	0	\$.10
Audiobooks	21 days	2	\$.10
Movies (DVDs, Blu-rays)	3 days*/7 days	0	\$1.00
Games (PS3, Wii, Xbox)	3 days*/7 days	0	\$1.00
Kill-A-Watt Meters	7 days	0	\$.10
Bi-Folkal Kits	21 days	0	\$.10
Book Club Kits	42 days	0	\$1.00
Reference Books	0 days	0	no loan
*3 day loan when NEW			

### CONSUMABLE SUPPLIES

<u>Item</u>	<u>Fee</u>
Black & White Print (8.5"x11")	\$.10
Color Print (8.5"x11")	\$.50
Earbuds	\$1.00
DVD	\$1.00
Flash Drive	\$5.00
Fax Domestic (first page)	\$1.50
(additional pages)	\$1.00



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## SCHEDULE OF LOANS, FINES AND FEES

### MEETING ROOMS

The Novi Public Library has six different Meeting Rooms available for rent during business hours.

<u>Room</u>	<u>Capacity</u>	<u>Resident Fee/Hr</u>	<u>Non-Resident Fee/Hr</u>
Full Meeting Room	200	\$50	\$80
West Meeting Room	120	\$30	\$50
East Meeting Room	80	\$30	\$50
Youth Activity Room	36	\$20	\$40
Board Room	20	\$20	\$40
Second Floor Meeting Room	10	\$20	\$40

Library space can also be rented outside of Library business hours with advance reservations.

<u>Room</u>	<u>Capacity</u>	<u>Resident Fee/Hr</u>	<u>Non-Resident Fee/Hr</u>
Full Meeting Room	200	\$75	\$120
West Meeting Room	120	\$45	\$75
East Meeting Room	80	\$45	\$75
Patio	200	\$100	\$150

<u>Equipment Rental</u>	<u>Rental Fee/Hr</u>
Extension Cord	no fee
Screen	no fee
Microphone (handheld/lapel)	no fee
TV/DVD Player	\$15
LCD Projector (laptop not provided by Library)	\$20
Document Projector (Elmo)	\$25
Video Projector	\$25
Videoconferencing	\$50