

### Policy Statement

The Library charges fees for some services and accepts several methods of payment including cash, check, and credit card.

### Regulations

1. Photocopy Fees
  - A. B/W copies, one-sided.....\$0.10
  - B. B/W copies, double-sided.....\$0.20
  - C. Color copies, one-sided.....\$0.20
  - D. Color copies, double-sided.....\$0.40
  
2. Internet Printing Fees
  - A. B/W prints, one-sided.....\$0.10 *(five (5) free prints per day)*
  - B. B/W prints, double-sided.....\$0.20
  - C. Color prints, one-sided.....\$0.20
  - D. Color prints, double-sided.....\$0.40
  
3. Lamination of items under 36 inches wide is \$0.50 a linear foot.
  
4. Notary services are provided for \$5 per notarial act.
  
5. Test proctoring is free for Comstock Township residents with a Comstock Township library card in good standing. There is a non-refundable fee of \$10 per test for non-residents with a Comstock Township library card in good standing. All fees must be paid before scheduling the exam.
  
6. Checks returned for non-sufficient funds are handled by Comstock Township. A fee of \$35 will be assessed by the Township to cover bank fees.
  
7. Credit and debit card payments are accepted and do incur credit card company fees. Fees are added to the credit or debit card payment and are non-refundable.
  - A. Payments under \$67.....\$2
  - B. Payments over \$67.....3.5%

Approved: January 20, 2020, Revised August 10, 2020  
Comstock Township Library Board of Trustees