

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. Notary services are provided for \$10 per appointment for anyone without a library card in good standing.

4. 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.

5. 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.

- ~~6.~~ Credit and debit card payments are accepted.

Approved: January 20, 2020, Revised: August 10, 2020, Revised: November 14, 2022, Revised: July 10, 2023,
Revised: December 11, 2023
Comstock Township Library Board of Trustees