

### Policy Statement

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

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### 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 and do incur credit card company fees. A fee of \$3 is added to the credit or debit card payment and is non-refundable.

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