

Northwood Public Library Administration

1. Hours Open: The library will be open on the following days at the indicated times except for legal, city holidays and inclement weather.
 - a. Mondays: 1:00-5:00 pm
 - b. Tuesdays: 10:00 am-7:00 pm
 - c. Wednesdays: closed
 - d. Thursdays: 10:00 am-7:00 pm
 - e. Fridays: 1:00-5:00 pm
 - f. Saturdays: 10:00 am-2:00 pm

Holidays: The library will be closed the following holidays: New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve Day, and Christmas Day, New Year's Eve close at 4:00 pm.

2. Charges and Fines:
 - a. Charges for lost/damaged materials shall be the lower of the replacement cost or the actual value of the lost item.
 - b. Overdue materials must be checked in before patrons may check out additional materials. Patrons with overdue materials are still permitted to use library items but only on the library grounds.
 - c. The library does not charge a fine for overdue materials (except for NEW DVDs). However, patrons are encouraged to return or renew materials by the due date. When an item is overdue for more than 6 months the item is deemed "lost". A replacement fee will then be charged to the patron. If the item is eventually returned the replacement fee will be waived but a fee of \$1.00 per item will be incurred.
 - d. Overdue warnings will be sent via phone, e-mail, or mail when an item is 2 months overdue and again at 4 months overdue.
 - e. A fine of \$0.50 per day up to \$5.00 will be charged to NEW DVDs. If any DVD is lost or damaged the patron will instead pay the replacement fee for the DVD or may purchase the particular DVD and give it to the library as a replacement.

Library Charges/Fines/Fees

Missing or damaged barcodes	\$1.00 per barcode
Missing or damaged DVD case	\$1.00 per case
Missing or damaged Audiobook case	\$5.00 per case
Interlibrary Loan Overdue Fee	\$1.00 per request
Black & White Copies	\$0.15 per page
Color Copies	\$0.25 per page
Faxes	\$1.00 per page with a maximum of \$10.00
NEW DVD fines	\$0.50 per day up to \$5.00

3. Meeting Room Use: Organizations may have meetings at the library under the following conditions:

- a. That the program be, at least in part, library or culturally oriented.
- b. That any meetings shall not interrupt or conflict with regular library usage.
- c. Refreshment shall be compatible with the limited facilities of the library.
- d. That all meetings shall be arranged with the library director, who shall then make any necessary arrangements for supervision.
- e. It is the policy of the Board that the library meeting room shall be available for patrons, and accordingly, it is the policy of the Board that the meeting room shall not be scheduled for regular continuing meetings by outside organizations, and any outside organization shall be encouraged to not schedule more than one meeting each year in the library meeting room.

4. Donations:

- a. The Northwood Public Library is enriched by donations and materials of items such as books and new magazines as well as monetary contributions. Memorial gifts of money may be donated in honor of a friend or relative. Purchased materials are marked with a special bookplate. The Library will work with the donor to select appropriate titles in accordance with the "Selection Policy" of the Northwood Public Library.
- b. The Northwood Public Library reserves the right to decline any gift which does not further the mission or goals of the library or which would result in the incurrence of excessive expense or administrative effort. All gifts may be utilized, sold or disposed of in the best interest of the Library.

5. Library Equipment: All equipment is for the library use only and not to be taken from the building without library board approval. This includes items such as LCD projector, screen, DVD player, sound bar, furniture, etc., except for library/city functions.
6. Displays: The library can be used for approved displays of art works and craft materials or other items approved by the Board. (Any items offered for sale must be handled by the owner. The library staff will not be involved in the sale of, or responsible for, any of the above items.)