

303: Fines & Fees

Created:	March 2020	Updated:	August 2022, March 2024, November 2024
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CIRCULATION

Non-Resident Card	Based on tax bill
Lost Materials*	Cost of the item

PRINTING, SCANNING, FAXING

Black & White Copy / Print	\$.10
Color Copy / Print	\$.50

COLLABORATORY

Materials Fees	Charged on a cost recovery price. **
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MEETING ROOMS

Piano Rental Fee	\$50.00
Extended Use of Meeting Room	\$25.00 for each additional 15 minutes
Room occupancy after Library Closes	\$100.00 (after first occurrence)
Cancelation or No Show Fine	\$100.00 if canceled less than 24 hours in advance

AUDITORIUM RENTALS

Auditorium Rental Fee	Charged on a cost recovery price**
Auditorium Equipment Rentals	Charged on a cost recovery price**
Use Beyond Reservation Time Fine	\$25.00 for each additional 15 minutes

Occupancy after Library Closure Fine	\$100.00
Food in Space Fine	Up to \$200
Cancellation Refund	
Within 24 hours of booking	Full Refund
24 Hours after booking	Full Refund less \$50 non-refundable deposit
7 days prior to booking	50% Refund
Less than 48 hours prior to rental	No Refund
Auditorium Maximum Occupancy Violation Fine	\$500.00

* The library shall refund the full amount for any lost CCS item paid for at the Northbrook Public Library and returned to the library within 30 days of the billing date. Refunds for lost items from outside of the consortium will be based on the Illinet Interlibrary Loan Code.

**For a full list of materials and prices, visit the library's website at <https://www.northbrook.info>