

**BERKELEY PUBLIC LIBRARY  
LOAN RULE CHART**

<b>Material</b>	<b>Loan Period</b>	<b>Fee</b>	<b>Fine</b>	<b>Limit</b>
Books	3 weeks	none	\$.10 per day	none
Books on CD	3 weeks	none	\$.10 per day	none
Books on Tape	3 weeks	none	\$.10 per day	none
Canvas Bag	3 weeks	none	\$.10 per day	none
Comics	3 weeks	none	\$.10per day	10
Compact Discs	3 weeks	none	\$.10 per day	none
Computer Printouts	NA	\$.10 per pg	NA	none
Computer Use	1 hour	none	NA	none
Copies	NA	\$.10 per pg	NA	none
DVD's	7 days	none	\$2 per day	3 DVD's per person
DVD's (Non-fiction)	3 weeks	none	\$.10 per day	3 DVD's per person
Fax (Transmission)	NA	\$1 per pg	NA	non-international
Fax (Reciept)	Held for 1 week	\$1 per pg	NA	none
ILL Materials	Based on loaning library	none	Based on loaning library	none
Library Card (Resident)	3 years	none	\$1-3 for lost card	1 per person
Library Card (Non-Resident)	1 year	\$250	\$1-3 for lost card	1 per person

Lost Card	NA	\$1-\$3	1st \$1, 2nd \$2, 3+ \$3	none
Magazines	3 weeks	none	\$.10 per day	Most current issues do not circulate
Meeting Room (non-profit)	2 hours	none	\$25 for cleanup	Once a month
Meeting Room (profit)	2 hours	\$50	\$25 for cleanup	Once a month
Projector (LCD)	Length of Meeting	\$25	Replacement cost	Use in library Meeting room
Rewinding Videos	NA	NA	\$1.00	NA
Telephone Calls	Emergency use	none	NA	At the descretion of the library staff
Typewriter usage	On request	none	NA	1 hr if others are waiting
Videos	7 days	none	\$2 per day	3 Videos per person
Videos (Non-fiction)	3 weeks	none	\$.10 per day	3 Videos per person