

# Fines & Charges Policy

## Overdue Fines:

All DVDs: 50 cents per day

Laptop: \$25 per hour or any portion thereof

All other items: 15 cents per day

Fines accrue on late items until the fine reaches \$5.00, the maximum per item overdue fine for all Shorewood-owned items except laptops which accrue hourly fines and have no maximum.

Items owned by other municipalities are subject to the owning libraries' policies.

## Other Fines & Charges

Replacement for lost library card	\$1.00
Laptop Lost or Damaged	\$1,250.00
Fee card (out of county residents)	\$60.00
Photocopier – Black and White Copies	\$ .15/page
Photocopier – Color copies	\$ .50/page
Computer generated printing – Black and White	\$ .15/page
Computer generated printing – Color	\$ .50/page
Magazine Lost or Damaged	\$5.00 (non-refundable)
Playaway battery cover	\$1.00
Audio book case (adult and children)	\$2.00
DVD case	\$5.00
Compact disc pamphlet	\$5.00
Compact disc case	\$1.50
CD-ROM case	\$5.00
Barcode missing	\$1.00
CD-ROM user guide, pamphlets, etc.	Varies; librarian will determine

## Suspension of Library Privilege

An individual's use of library services will be blocked once an individual has accrued fines and fees totaling over \$5.00. The block will be lifted when fines are below \$5.01. Fines and charges can be paid at any Milwaukee County public library.

## Paying Fines When Renewing Library Card

Upon renewing a library card, a patron shall be asked to pay off all fines owed, but will not be required to do so.

## Grace Period

The library has a grace period of three days. The grace period applies to all library materials owned by Shorewood Public Library. No overdue fine will be charged on material returned during the three day grace period. Once past the grace period, overdue fines are calculated from the due date.

## Library Material Replacement Charges

If an item is lost or damaged beyond repair, the replacement charge shall be the actual cost of the item plus a \$5.00 processing fee, as reflected on the item record. If the cost is not present in the item record, the selecting librarian or Librarian in Charge may determine the replacement cost using the library's vendor tools. Because of their ephemeral nature, the non-refundable fee for lost magazines or magazines damaged beyond minor repair is \$5.00.

## Refunds

A patron may receive a refund if an item that has been lost and paid for is found and returned within 90 days. The item being returned must be in library condition, as determined by the Librarian in Charge. The amount of the refund will be the full price minus a \$5.00 service fee. Replacement charges of \$5.00 or less will not be refunded.

## Waiving Fines

Patrons may request to have fines and fees waived if they present a hardship. Only the Assistant Director, or Librarian in Charge, can receive requests for fine waivers.

Library staff may waive fines incurred due to staff or library system error, at the discretion of the Assistant Director.

Approved by Library Board July 10, 1995  
Revision October 9, 2006  
Revision October 14, 2009  
Revision October 13, 2010  
Revision January 17, 2013  
Revision June 12, 2013  
Revision October 14, 2015  
Revision March 14, 2018

**Last Revised June 13, 2018**