

# Fines & Charges Policy

## Overdue Fines:

All DVDs: 50 cents per day

Laptops: \$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.

Any fines accrued do not impact patrons' access to Shorewood Public Library's wireless Internet, public computers (excluding laptops), materials used while in the library, or access to BadgerLink databases.

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

## Other Fines & Charges

Laptop - Lost or severely damaged	\$1,250.00
Fee card (out of county residents)	\$60.00
Print-outs/Copies - Black and White	\$ .15/page
Print-outs/Copies – Color	\$ .50/page
Magazine - Lost or damaged beyond repair	\$5.00 (non-refundable)
Audio book case (adult and children)	\$4.00
DVD case	\$5.00
Compact disc pamphlet	\$5.00
Compact disc case	\$1.50

## Fine Accrual over \$5.00

A patron's privilege to check out materials from any Milwaukee County public library as well as to access Hoopla and Wisconsin's Digital Library will be blocked once an individual has accrued fines and fees totaling over \$5.00. Access to some services at other Milwaukee County libraries may also be rescinded when fines owed total over \$5.00. Full library access will be granted when fines are below \$5.01, and patron and library card are in good standing at Shorewood Public Library. 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, 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 amount paid minus a \$5.00 service fee. Checks issued for refunds must be cashed within 90 days of issuance, and will not be reissued. 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.

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