

Fines & Charges Policy

Overdue Fines:

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.

Fines accrued do not affect patrons' access to Shorewood Public Library's wireless Internet, public computers (excluding laptops), materials used while in the library. Access to digital resources is blocked when fines exceed \$100.

Items owned by other municipalities are subject to the owning libraries' policies, fines and fees.

Other Fines & Charges

Laptop - Lost or severely damaged	\$1,650.00
Mobile HotSpot – Lost or severely damaged	\$100.00
Mobile HotSpot – Replacement charging cable	\$10.00
Radon detector – Lost or severely damaged	\$170.00
Museum pass – Lost or severely damaged	\$10.00
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 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 Access to some services at other Milwaukee County libraries may also be rescinded when fines owed total over \$5.00.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.

Grace Period

All materials owned by Shorewood Public Library have a grace period of three days except library laptops. 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, as determined by a Librarian or Administrator, a patron may be charged a replacement charge. The replacement charge shall be the actual cost of the item, as reflected on the item record. For items created prior to May 2019, the replacement charge shall be the cost reflected on the item record less \$5.00.

A patron may work with the Assistant Director or Director to furnish a new and exact replacement copy of an item instead of paying the replacement charge. The patron will be charged a \$5.00 processing fee to make the replacement copy shelf-ready.

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 30 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 overdue fee. Checks issued for refunds must be cashed within 30 days of issuance, and will not be reissued. Replacement charges of \$10.00 or less will not be refunded.

Waiving Fines

Patrons may request to have fines and fees waived if they present a hardship. Only the Director, 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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