

WAUKESHA PUBLIC LIBRARY

POLICY: **FEES, CHARGES, AND FINES**

Approved by Library Board: 7/14/16

Number: C-6

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NON-RESIDENT CARD FEE

The annual fee for a non-resident card is \$25.00. (See Policy C-1).

FINES

<u>Per Day</u>	<u>Item</u>	<u>Maximum</u>
\$.25	Books	\$8.00
\$.25	Compact Discs	\$8.00
\$.25	PlayAways	\$8.00
\$.25	Magazines/Pamphlets	\$2.00
\$.25	Paperbacks/Board Books/ Cliff Notes/Special Issues	\$2.00
\$.25	Equipment	\$8.00
\$.50	Toys	\$8.00
\$1.00	Interlibrary Loan Materials	\$10.00
\$.50	DVDs	\$8.00
\$1.00	Book Group Kits	\$10.00
\$1.00	Rentals	\$8.00
\$1.00	Wi-Fi Hotspots	\$8.00
\$0.00	Bicycle locks	\$0.00

Per 60 minutes

\$5.00	Laptops	\$10.00
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(Begins the first minute laptop is overdue.)

STANDARD REPLACEMENT COSTS

Damaged or lost library materials will be charged the list purchase price as the replacement cost.

Adult Printed Materials

List price with the following exceptions:

\$4.50	Magazines
\$2.50	Pamphlets

Adult Non-Print Materials

List price with the following exceptions

\$985.00	Laptops
\$ 65.00	Wi-Fi Hotspots
\$ 12.00	Bicycle locks

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Children's Print Materials

List price with the following exceptions:

\$3.00 Magazines

REPLACEMENT/PROCESSING FEE

If a customer, in lieu of paying for a lost or damaged item, provides a replacement copy that duplicates in format, edition, etc., the item and which the collection manager determines is an acceptable replacement, the customer will be charged a processing fee of \$5.00 to cover the cost of entering the item into the database, adding barcodes and security, and applying any required labels or other processing materials.

REFUND POLICY

Once lost material is paid for, the material becomes the property of the cardholder. No refunds will be given.

LOST OR DAMAGED SPECIAL ARTICLES

Replacement of lost library card \$1.00

Appropriate charges will be assessed for lost or damaged special items in the \$1.00 - \$15.00 price range based on actual cost.

FEE FOR COLLECTION AGENCY

If a customer account has been referred to collection, a \$20.00 referral fee will be assessed and charged to the account.

BLOCKED CARDS

A customer's card is blocked when fines or charges reach \$10.00.

Library customers whose cards have been blocked will lose the ability to check out materials and will lose public access computer privileges until the condition causing the block has been resolved.

EXPIRED CARDS

To ensure the accuracy and integrity of the customer database, library cards expire every three years. All fines and fees must be paid in full to renew the card.

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OUTREACH FINES POLICY

Items checked out on an Outreach card, a card issued to homebound individuals as defined in Library Policy B-1 Outreach Services, are not assessed overdue fines. If material checked out on an Outreach card is lost or damaged, the customer will be billed for the replacement charges.

CHARGES FOR COPIES

The charge for black and white photocopying and printing is 15 cents per page

The charge for color photocopying and printing is 25 cents per page

The charge for microfilm/microfiche copying is 15 cents per page

CHARGES FOR FAXES

The charge for faxing to U.S. and Canada is 25 cents per page

The charge for international faxing is \$1.00 per page