

# WAUKESHA PUBLIC LIBRARY

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

Approved by Library Board: 5/11/23

Number: C-6

Page: 1 of 2

### **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>
\$1.00	Board Games	\$10.00
\$.25	Books	\$10.00
\$.25	Compact Discs	\$10.00
\$.25	PlayAways	\$10.00
\$.25	Magazines	\$5.00
\$.25	Paperbacks	\$5.00
\$1.00	Equipment	\$10.00
\$1.00	Interlibrary Loan Materials	\$10.00
\$.50	DVDs/Blu-rays	\$10.00
\$1.00	Book Group Kits	\$10.00
\$1.00	Rentals	\$10.00
\$1.00	Video Games	\$10.00
\$1.00	Wi-Fi Hotspots	\$10.00
\$25.00 or \$50.00	Explore Passes	\$75 or \$150.00

There are no overdue fines assessed on children's materials.

### **STANDARD REPLACEMENT COSTS**

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

### **REPLACEMENT/PROCESSING FEE**

In lieu of paying for a lost or damaged item, a patron may provide a replacement copy that matches the lost or damaged item's format, edition, etc. The replacement copy must be deemed an acceptable replacement by the collection managers. If the item is accepted, 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**

No refunds will be given.

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Page: 2 of 2

### **LOST OR DAMAGED SPECIAL ARTICLES**

Lost or damaged special items (i.e., Explore pass containers, lanyards, Literacy Kit toys) charges will be based on costs listed on the item record

### **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.

### **EXPIRED CARDS**

To ensure the accuracy and integrity of the customer database, library cards expire every eighteen months.

### **OUTREACH FINES POLICY**

Items checked out on an Outreach card 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