

# WAUKESHA PUBLIC LIBRARY

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

Approved by Library Board: ~~8/10/17~~ 9/13/18

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/<br>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          |
| <b>\$50.00</b> | <b>Zoo Passes</b>                                     | <b>\$150.00</b> |

#### Per 60 minutes

|                                              |         |         |
|----------------------------------------------|---------|---------|
| \$5.00                                       | Laptops | \$10.00 |
| (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 |
|----------|---------|

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|          |                |
|----------|----------------|
| \$150.00 | Zoo Passes     |
| \$ 65.00 | Wi-Fi Hotspots |
| \$ 12.00 | Bicycle locks  |

### **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.

The processing fee for Zoo Pass cases will be \$15.00.

## **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.

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### **EXPIRED CARDS**

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

### **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