

FINES & CHARGES

Overdue Fines

Adult Collection:

DVDs: \$.10 per day with NO grace period

Other items: \$.10 per day with a 3-day grace period

Youth Collection:

The Library does not assess overdue fine on children's or YA materials owned by St. Francis Public Library.

Suspension of Library Privilege

The maximum overdue fine is \$5.00 per item. An individual's use of library services will be blocked once an individual has accrued charges over \$5.00. The block will be lifted only after all existing fines and charges are paid in full. In order to renew a library card, all fines must be paid in full.

Grace Period

The library has a grace period of 3 days for all materials except DVDs and videogames. No overdue fine will be charged during the 3-day grace period. Once past the grace period, overdue fines are calculated from the due date.

Items borrowed from another library are subject to the owning libraries' policies.

Library Material Replacement Charges

Material lost or damaged beyond repair - The replacement charge shall be the retail cost of the item, with an additional \$5.00 processing fee added for media items. This cost will be reflected in the item record. If the cost is not present in the item record, a default cost will be used (see chart). These charges apply to all library materials, including items from the youth collection.

Long overdue items – Sierra automatically bills the replacement cost of an item to a patron's record 28 days after the original due date for items with a 2 or 3-week loan period. The replacement cost is added 21 days after the original due date for items with a 7-day loan period.

A patron will receive notices through the automated circulation system when an item is long overdue or the item has been billed as lost or damaged. Once the item has been billed and a notice has been sent to the patron, the patron has 4 weeks to either return the items or pay the replacement charges. If payment and/or the items are not received, and the replacement amount owed is \$50.00 or greater, the patron will be sent a final letter notifying them that payment or return of the items must be received within 10 days or the matter will be turned over to St. Francis Police Department for collection, per City Ordinance 338-12(f).

Return of long overdue items – The Library will accept the return of long overdue material, in good condition, within one year of the original due date. After one year, the item record is removed from the computer system and the patron is responsible for the replacement cost of the material.

Youth materials: The replacement charges will be waived and no overdue fees will apply.

Adult materials: The replacement charges will be waived and the patron will be responsible for a \$5.00 overdue fee.

Refunds

Refunds apply to items that have been checked out to a patron's record, then declared lost and paid for by the patron within one year of the original due date.

- A patron may receive a refund if an item is returned within **60** days of the original payment date.
- The item being returned must be in good condition, as determined by the Librarian in Charge.
- The amount of the refund will be the price paid minus a \$5.00 fee.
- NO REFUND will be issued for magazines or mass-market paperbacks

The following table indicates costs for replacement of missing/lost/damaged processing materials:

<u>Item</u>	<u>Cost</u>
Jewel case for CD's	\$1.00
Binders	\$3.00
Audio CD binders	\$2.00
DVD cases	\$1.00
Barcode missing	\$1.00
Book / Spine label missing	\$1.00
Booklets / user guides / pamphlets	Varies; Librarian/Circ Supervisor will determine
Minor repairs	The library charges a fee if St. Francis Library material is damaged but can be repaired by staff. The exact amount of fee depends on staff time needed to repair the materials, cost of supplies needed to complete the repair, and length of time the materials will be out of circulation. The Librarian/Circ Supervisor determines the minor repair fee.

Miscellaneous Fees & Charges

Replacement for lost library card	\$ 1.00
Photocopier	\$.15 for letter & legal size \$.30 for color
Computer generated printing	\$.15 for black & white \$.30 for color
Fax Machine	\$ 1.00 per page
Fee Cards (for patrons outside Milwaukee County, only good at St. Francis)	\$25.00
Flash Drives	\$ 5.00

Updated 4/14/2022