

WAUKESHA PUBLIC LIBRARY

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

Approved by Library Board: 12/8/11
Effective 1/1/12

Number: C-6

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NON-RESIDENT CARD FEE

The annual fee for a non-resident card is \$75.00. (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	Magazines/Pamphlets	\$2.00
\$.25	Paperbacks/Board Books/ Cliff Notes/Special Issues	\$4.00
\$.25	Cassette Player	\$10.00
\$.25	CD ROMs	\$8.00
\$.50	Toys	\$8.00
\$1.00	Interlibrary Loan Materials	\$10.00
\$1.00	Videocassettes/DVDs	\$8.00
\$1.00	Book Group Kits	\$10.00
\$1.00	Rentals	\$8.00
\$1.00	eReaders	\$8.00

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

\$175.00	eReaders
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Children's Print Materials

List price with the following exceptions:

\$3.00	Magazines
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Children's Non-Print Materials

List price with the following exceptions

\$175.00 eReaders

REPLACEMENT/RESTOCKING 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 restocking 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

If an item that has been lost and paid is returned to the library within six months, a refund minus a \$5.00 restocking fee will be made. After six months, no refund will be given. Payment for individual parts of an item cannot be refunded.

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 \$10.00 referral fee will be assessed and charged to the account.

BLOCKED CARDS

A customer's card is blocked when fines or charges surpass \$20.00 or when materials are 90 days overdue.

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

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causing the block has been resolved.

OUTREACH FINES POLICY

No fines will be charged for items checked out on an Outreach category card. This privilege is extended because customers in this category are confined to their homes due to illness, disability, or for other reasons. Therefore, they receive and return library materials based upon the Outreach delivery schedule.

CHARGES FOR COPIES

The charge for photocopying is 15 cents per page

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

The charge for copying from electronic products is 15 cents per page

The charge for photocopying on the color copier is 75 cents per page

City of Waukesha departments pay 25 cents per page to use the color copier, provided the copies relate to City business.