

Circulation Policies and Additional Fees and Charges

Item	Loan Period	Renewals Allowed	Holdable?	Maximum Items Allowed ^[1]	Overdue Charge Per Day	Grace Period	4th Day Overdue Charge	Maximum Overdue Charge	Senior Citizen's Privileges	Children's Privileges
Book, Hardcover, Adult	3 weeks	2	Yes	100	\$0.15	3 day	\$0.60	\$5.00	Yes	Yes
Book, Hardcover, Children's and Young Adult	3 weeks	2	Yes	100	\$0.15	3 day	\$0.60	\$5.00	Yes	Yes
Book, Lucky Day, Adult	3 weeks	0	No	100	\$0.15	3 day	\$0.60	\$5.00	No	Yes
Book, Paperback, Mass Market, Adult	3 weeks	2	Yes	100	\$0.15	3 day	\$0.60	\$5.00	Yes	Yes
Book, Paperback, Mass Market, Children's and Young Adult	3 weeks	2	Yes	100	\$0.15	3 day	\$0.60	\$5.00	Yes	Yes
Book, Paperback, Trade, Adult	3 weeks	2	Yes	100	\$0.15	3 day	\$0.60	\$5.00	Yes	Yes
Book, Paperback, Trade, Children's and Young Adult	3 weeks	2	Yes	100	\$0.15	3 day	\$0.60	\$5.00	Yes	Yes
CD, Adult Music ^[2]	3 weeks ¹	2	Yes ^[5]	20 ^[6]	\$0.15	3 day	\$0.60	\$5.00	No	Yes
CD, Children's	3 weeks	2	Yes	20 ^[6]	\$0.15	3 day	\$0.60	\$5.00	No	Yes
CD, Spoken word	3 weeks	2	Yes	20 ^[6]	\$0.15	3 day	\$0.60	\$5.00	No	Yes
CD-ROM	7 days	2	Yes	20 ^[6]	\$0.15	3 day	\$0.60	\$5.00	No	No
DVD ^{[3][4]}	7 days	2	Yes	20 ^[6]	\$0.15	3 day	\$0.60	\$5.00	No	No

¹ Revised on 07/05/2017.

Circulation Policies and Additional Fees and Charges
Continued

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DVD, Feature Film	7 days	2	Yes	20 ^[6]	\$0.15 ^[9]	3 day	\$0.60 ^[9]	\$5.00	No	No
DVD, Lucky Day	7 days	0	No	20 ^[6]	\$0.15 ^[9]	3 day	\$0.60 ^[9]	\$5.00	No	No
Kit, 3-week	3 weeks	2	Yes	100	\$0.15	3 day	\$0.60	\$5.00	No	Yes
Kit, 7-day	7 days	2	Yes	100	\$0.15	3 day	\$0.60	\$5.00	No	Yes
Kit, Bi-Folkal	3 weeks	2	Yes	100	\$0.15	3 day	\$0.60	\$5.00	No	No
Kit, Book Club ^[7]	6 weeks	0	Yes	2 ^[6]	\$0.15	3 day	\$0.60	\$5.00	No	No
Kit, Books2Go Storytime Kit ^[7]	3 weeks	2	Yes	1 ^[6]	\$0.15	3 day	\$0.60	\$5.00	No	No
Kit, Muzzy Kit	3 weeks	2	Yes	100	\$0.15	3 day	\$0.60	\$5.00	No	No
Periodical, Circulating	7 days	2	No	100	\$0.15	3 day	\$0.60	\$5.00	No	Yes
Puppet	7 days	2	No	2	\$0.15	3 day	\$0.60	\$5.00	No	No
Record	3 weeks	2	Yes	20 ^[6]	\$0.15	3 day	\$0.60	\$5.00	No	Yes
Reference Material	^[8]	0	No	^[8]	\$5.00	None	N/A	No maximum	No	No
Videocassette	7 days	2	Yes	20 ^[6]	\$0.15	3 day	\$0.60	\$5.00	No	No

^[1] The maximum amount of items that a patron may have checked out at any one time is 100; with the exception of Temporary Resident and some card campaign cardholders, who may have only 5 items checked out at any one time. Patrons with a "New Borrower" status have a 3 week waiting period before they are able to have more than 5 items checked out at any one time.

^[2] Refer to Procedure [2338: Compact Discs, Restricted](#) for CDs with the Parent Warning Label.

^[3] Refer to Procedure [2220: Video/DVD Ratings Policy And Circulation](#) for videocassettes or DVDs labeled as R-Rated.

^[4] DVDs are not available to be borrowed on any INFOPASS.

^[5] EOS media is excluded and is not holdable.

^[6] Temporary Resident cardholders may not check out these items. If an exception is made by the Circulation Supervisor, it will be indicated on the patron's record.

^[7] Books2Go Storytime Kits & Book Club Kits are not available for Interlibrary Loan outside of Milwaukee County.

^[8] To be determined by Librarian-In-Charge.

^[9] Change to DVD Overdue Fines enacted **01/02/2019**

Additional Fees and Charges

Item	Fee	Comments
Check, Returned	\$25.00	Will be attached to the record of a patron who issues a check to the Milwaukee Public Library for which there are insufficient funds to cover. Refer to Procedure 2214: Bad Checks
Collection Agency Fee	\$15.00	All Collection Agency fees are to be handled as fines. Questions or disputes regarding these fees may be directed to a Central Circulation Manager.
Computer Printouts	\$0.15 per page (tax included)	Sales tax is to be manually calculated to the nearest cent so that the cost plus tax will be equal to the amount charged. (Only use in case SAM system is malfunctioning.)
Diskette	\$1.00 plus tax (\$1.06 total)	
Faxing Charge	\$0.50 per page	Any MCFLS library may request that a Milwaukee Public Library fax materials to their libraries for their patrons. Since this charge does not cover the expense of retrieving, photocopying and faxing such material, this service is offered as a courtesy to individual patrons with a valid MCFLS library card. When paying for this service, all libraries should send a copy of the cover letter (invoice) and the amount owed to the Milwaukee Public Library, Central Library Business Office. The monies should be placed in an envelope marked "FAX," then placed in a cash bag and sent to the Central Library Business Office.
Fee Cards For City of Milwaukee Materials	\$100.00	For individuals who are not residents of Milwaukee County. This card will permit the checking out of Milwaukee Public Library materials from the Milwaukee Public Libraries only .
Flash Drive	\$3.79 plus tax (\$4.00 total) ²	
Infopass Overdue Charges	Varies	Overdue and replacement charges are to be determined by owning library. Contact Central Infopass Clerk if more information is needed. No maximum for overdue charges. No Senior Citizen's or Children's privileges. Applies to <u>all</u> borrowers.
Interlibrary Loan Overdue Charges	\$1.00	No grace period. No maximum for overdue charges. No Senior Citizen's or Children's privileges. Applies to <u>all</u> borrowers. For replacement, call ILS to obtain actual cost of material. It may take a couple of days. The Default Price is \$100.00.
Library Card, Replacement	\$1.00	Both Adult and Juvenile (lost or stolen).

² Revised on 03/21/2017.