

Policy

Overdue Fines and Fees

Schedule of Overdue Fines, Maximum Charges, Fee Thresholds, and Grace Periods

These loan policies and overdue charges apply only to Milwaukee Public Library (MPL)-owned items. Fines and policies for items owned by suburban libraries may differ. Please contact the owning library for details.

Loan Periods

- ALL BOOKS - hardcover, paperback, children's, adult, young adult - 3 WEEKS
- MAGAZINES - 1 WEEK
- ADULT FEATURE FILM DVDs –1 WEEK
- OTHER DVDs and VHS MEDIA – 1 WEEK
- ADULT MUSIC CDs – 1 WEEK
- ALL CHILDREN'S CDs - 3 WEEKS
- AUDIO BOOK CDs – 3 WEEKS

Overdue Charges for Each Day Past the Due Date

- ALL BOOKS - hardcover, paperback, *children's, adult, young adult - \$0.15/day
- MAGAZINES - \$0.15/day
- ADULT FEATURE FILM DVDs - \$1.00/day
- OTHER DVDs and VHS MEDIA - \$0.15/day
- ALL CDs - \$0.15/day
- CHILDREN'S BOOKS CHECKED OUT ON A MILWAUKEE CHILD'S CARD – no overdue charges

Renewals

- NON-HOLDABLE ITEMS - no renewals
- ALL OTHER ITEMS – may be renewed twice, provided no other cardholder has already requested the item

Overdue Fines and Fees Schedule

Continued

Grace Periods

- ALL MPL-OWNED ITEMS – 3 days grace
 - After the grace period, fines are retroactively assessed for all days past due. (For example, an item that accrues \$0.15/day fines, returned 4 days after the due date would be assessed \$0.60.)
 - Sundays and holidays count as grace days provided the item is returned before the next regular business day.

If Library Items Are Not Returned

- The cardholder is billed for the replacement cost of an item approximately 28 days after the item was due.
- Cardholders who return undamaged billed items, within one year of the billing date, will have the bill reduced to the \$5 per item maximum overdue fine.
- If the cardholder finds an item after paying for it, the cost of the item, minus a \$5 service charge, will be refunded within 90 days of the date paid, provided the item has not been damaged.
- Accounts with fines and/or billed items totaling more than \$25.00 will be sent to the Milwaukee Public Library's contracted collection agency, Unique Management. **An additional \$15 fee will be added to the account to offset the cost.** This fee must be paid, in addition to all other charges, in order to clear the account.
- Collection agency accounts that remain unresolved will be credit reported approximately 120 days after being referred, which is about six months after the item became overdue.