



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.

I. Loan Periods

- A. ALL BOOKS - hardcover, paperback, children's, adult, young adult - 3 WEEKS
- B. MAGAZINES - 1 WEEK
- C. ALL DVDs and VHS MEDIA - 1 WEEK
- D. ADULT MUSIC CDs - 3 WEEKS
- E. ALL CHILDREN'S CDs - 3 WEEKS
- F. AUDIO BOOK CDs - 3 WEEKS
- G. HOTSPOTS - 3 WEEKS

II. Overdue Charges for Each Day Past the Due Date

- A. ALL BOOKS - hardcover, paperback, *children's, adult, young adult - \$0.15/day
- B. MAGAZINES - \$0.15/day
- C. ALL DVDs and VHS MEDIA - \$0.15/day
- D. ALL CDs - \$0.15/day
- E. CHILDREN'S BOOKS CHECKED OUT ON A MILWAUKEE CHILD'S CARD - no overdue charges
- F. HOTSPOTS - \$1.00/day

III. Renewals

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

IV. Grace Periods

ALL MPL-OWNED ITEMS – 3 days grace

- A. 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.)
- B. Sundays and holidays count as grace days provided the item is returned before the next regular business day.

V. If Library Items Are Not Returned

- A. The cardholder is billed for the replacement cost of an item approximately 28 days after the item was due.
- B. 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.
- C. 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.
- D. Accounts with fines and/or billed items totaling more than \$99.99 will be sent to the Milwaukee Public Library's contracted collection agency, Unique Management. **An additional \$10 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.