



Cardholder Financial Responsibilities, Fees and Fines

It is the responsibility of the library staff to serve as good stewards of the materials entrusted to its care, and to attempt to keep those materials available for use by all patrons. To help ensure that materials are available for all, the Milwaukee Public Library has outlined reasonable expectations for cardholders and consequences for when they are not met.

Cardholder Responsibilities

To maintain borrowing privileges and be in good standing with the Milwaukee Public Library, cardholders are expected to:

1. Provide accurate information when completing a library card application
2. Promptly report changes of address and other contact information
3. Safeguard their library card and not share their personal identification number (PIN)
4. Promptly report a lost or stolen card
5. Accept financial responsibility for all items checked out on the library card, including any items checked out on the card before the date it is reported lost or stolen.
6. Accept financial responsibility for all charges incurred by minor card holders, after signing an application as parent or guardian
7. Handle library materials with care and return them when due
8. Promptly pay all charges for overdue, damaged, or lost materials
9. Parents help children learn how to properly use library materials

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

Grace Periods

Adult books, media and magazines have a 3 day grace period. On the 4th day, fines are assessed for 4 days.

CHILDREN'S BOOKS CHECKED OUT ON A MILWAUKEE CHILD'S CARD – no overdue charges
MAXIMUM OVERDUE CHARGE is \$5 per item.

(Continued on back)

Cardholder Financial Responsibilities, Fees and Fines *(continued)*

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

