

# ***FINES AND FEES***

## 1. Fines

- a. The daily fine rate is \$0.10 per day/per item for adult material and \$0.05 per day/per item for juvenile material except:

Reference Material	\$1.00 per day/per item
Interlibrary Loan Material	\$1.00 per day/per item
E-devices	\$1.00 per day/per item

- b. The library will not charge fines for days when it is closed.
- c. Fines will begin the first day the item is overdue. There is no grace period.
- d. The maximum fine is \$5.00 per item for adult material except for reference and interlibrary loan material for which it is \$10.00 per item. The maximum fine for juvenile material is \$3.00 per item.
- e. The library does not charge fines for material checked out on teacher cards; for deposit collections placed at nursing homes, elderly housing sites and daycare centers or for material checked out to Home Delivery Service.
- f. Patrons are allowed to check out material or use public internet stations until their total accumulation of fines or fees reaches \$5.00. When this amount is exceeded, the patron must reduce the fine to below \$5.00 before additional material may be checked out.

## 2. Overdue Notices and Billing

Customers receive at least one overdue notification. A bill for the replacement of unreturned items is sent at 30 days. Accounts 45 days past due are referred to a collection agency. A non-refundable \$15 fee is assessed. The schedule for e-mail notices is different from mailed paper notices and phone calls.

## 3. Lost Materials Fees

Patrons are responsible for all material checked out on their library card before the card is reported lost or stolen.

In the event of lost or damaged materials, library users will be assessed the actual price as assigned in the lost-item record. If no price information is assigned, library users will be charged standard replacement prices for library items that are lost or damaged beyond repair.

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Item Type	Description	Default Price
AV	Audio-visual	\$60
AV-EQUIP	Audio-visual equipment	\$50
BOOK	Book	\$20
BOOK-LH	Book-Local Hold	\$20
BOOK-NH	Book-No Hold	\$20
CASSETTE	Cassette	\$15
CASS-LH	Cassette-Local Hold	\$15
CD	CD	\$12
CD-LH	CD-Local Hold	\$12
CD-BOOK	CD-Book	\$40
CD-BOOK-LH	CD-Book-Local Hold	\$40
CD-ROM	CD-ROM	\$45
CD-ROM-LH	CD-ROM-Local Hold	\$45
DIGITAL	Digital (Playaways, etc)	\$60
DIGITAL-LH	Digital (Playaways) - Local Hold	\$60
DVD	DVD	\$15
DVD-LH	DVD-Local Hold	\$15
DVD-NH	DVD-No Hold	\$15
ILL-BOOK	Interlibrary Loan Item	\$100
JBOOK	Children's Book	\$12
JBOOK-LH	Children's Book-Local Hold	\$12
JBOOK-NH	Children's Book-No Hold	\$12
JCASSETTE	Children's Cassette	\$15
JCASS-LH	Children's Cassette-Local Hold	\$15
JCD	Children's CD	\$12
JCD-LH	Children's CD-Local Hold	\$12
JCD-BOOK	Children's CD-Book	\$25
JCD-BOOKLH	Children's CD-Book-Local Hold	\$25
JCD-ROM	Children's CD-ROM	\$45
JCD-ROM-LH	Children's CD-ROM-Local Hold	\$45
JDIGITAL	Children's Digital	\$60
JDIGITALLH	Children's Digital - Local Hold	\$60

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JDVD	Children's DVD	\$15
JDVD-LH	Children's DVD-Local Hold	\$15
JDVD-NH	Children's DVD-No Hold	\$15
JKIT	Children's Kit	\$25
JMAGAZINE	Children's Magazine	\$5
JSPECIAL	Children's Puppet/Puzzle/Game	\$20
JVIDEO	Children's Video	\$15
JVIDEO-LH	Children's Video-Local Hold	\$15
KIT	Adult Kit	\$25
LONG-NH	Long-Loan-No Hold	\$20
MAGAZINE	Magazine	\$5
MAG-LH	Magazine	\$5
MICROFORM	Microform	\$100
NEW-BOOK	New book	\$20
NEWSPAPER	Newspaper	\$2
PAMPHLET	Pamphlet	\$2
REF-BOOK	Reference Item	\$80
SHORTLOAN	ShortLoan Item	\$20
UI-LOST	Unreturned Item-DRA	\$50
UNKNOWN	Other	\$0
VIDEO	Video	\$15
VIDEO-LH	Video-Local Hold	\$15

Authorized staff may make exceptions for material that is significantly differently priced than the standard replacement charge prices. Library staff will check reputable sources for prices.

In lieu of paying the standard replacement price, a patron may replace a lost item with a new exact edition copy of the lost item.

Payments will be refunded up to one year after the item is paid for, if the item is located by the borrower and returned to the library or is located by the library and the borrower can be contacted.

Billing practices of libraries loaning materials to Oshkosh Public Library patrons may vary.

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### 4. Standard Charges for Damages

<u>Damage</u>	<u>Amount</u>
Books on CD Case	\$6.00
Compact Disc Case	\$1.25
CD or CD-ROM Booklet	\$2.00
Dirty, Torn or Inked Page	\$.25/page
DVD Case	\$2.00
End Papers	\$.50/page
Kindle accessories	
- Carrying case	\$20.00
- Power adaptor	\$20.00
- Quick start guide	\$3.00
- USB cord	\$10.00
New Spine	\$1.00
Plastic Jacket	\$1.00
Rebinding/Recasing	Current Vendor Charge
Water Damage	\$1.00—Cost of item depending on severity

Amounts may be increased when the severity of damage warrants. Full replacement charges will be assessed for any material damaged beyond use.

### 5. Lost Library Card Replacement Fee

Patrons - 18 years old and above - \$1.00  
 Patrons under age 18 - \$0.50

### 6. Notary Public Service

Available in library's Administrative Office 9 am – 5 pm M-F. No charge.

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### 7. Print Out, Photocopy, & FAX Charges

The following charges apply for computer print-outs, photocopies and FAX copies:

Computer print-outs	\$0.10 per page b&w \$0.25 per page color
FAX copies:	
(takes debit, credit, or prepaid card available at 2 <sup>nd</sup> floor desk)	\$1.75 first page \$1.00 subsequent pages
Microfilm or Microfiche Prints:	\$0.10 per page
Photocopies:	\$0.10 per page

Except for coin-operated public equipment, payment is to be made at designated service desks. The library reserves the right to designate which, if any, stations will have color print capability.

### 8. Vital Statistics, Genealogy and Local History Retrieval and Delivery Charge

A \$5.00 fee will be charged to customers outside the Winnefox Library System service area for each request for retrieval and delivery of a print from photocopiers, microfilm or computer printers from a newspaper of an obituary or similar record.

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Approved By:	Library Board
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