

ITEM NUMBER: 10.10 a-c  
 CHAPTER 10: Circulation  
 CODE: Policy  
 COMPUTER ID: CIBPR-1

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Title: Checkout Policies – Fines and Fees  
 Effective Date: 02-06-95  
 Authorized By: Library Board of Trustees  
 Date of Last Revision: 11/2011

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**See also: ITEM NUMBER 10.27 Overdue, Lost or Damaged Library Materials**

The Marathon County Public Library assesses daily overdue fines for days the Library is open according to the following schedule.

Item	How Many?	How Long?	Daily Fine?
New Books	No limit	14 days	.10
All Other Books	No limit	28 days	.10
DVDs - Movies	6	7 days	1.00
TV Series	6	14 days	1.00
VHS Videos	No limit	14 days	.10
Video Games	1	14 days	1.00
Playaways	3	28 days	1.00
Music CD's	25	14 days	.10
Books on Compact Disc	No limit	28 days	.10
Books on Cassette	No limit	28 days	.10
All Other Audio-Visual	No limit	28 days	.10
InterLibrary Loan	5 per mo	As listed	1.00
Magazines	No limit	14 days	.10
Pamphlets	No limit	28 days	.10
Art Works	10	56 days	1.00
Stories to Go Boxes	1	14 days	1.00
Book Discussion Kits	No limit	56 days	.10

CIRCULATION MAXIMUMS ALLOWED:

1) Maximum that can be checked out at one time including limits defined in 10.10A

Adult: 200

Juvenile: 200

Homebound: 100

2) Overdue Fines

\$.10/day for all items except Interlibrary Loans, DVD's, Video Games, Playaways, Stories to Go Boxes and Artwork

\$1.00/day for Interlibrary Loans, DVD's, Video Games, Playaways, Stories to Go boxes and Artwork

Maximum of \$5.00/item except Interlibrary Loans which can reach \$50.00 maximum.

When a customer reaches \$10.00 total fines, checkout will no longer be allowed.

A fee of \$10.00 will be assessed for any accounts sent to a debt collection agent.

3) Maximum number of items overdue: 25

4) Overdue notices:

First notice at 7 days overdue (2 days for DVD, ILL, Video Games, Playaways)

Second notice at 21 days overdue

5) Maximum claims returned for one customer: 5

6) Maximum number of items that one customer can have on hold: 75

RENEWALS:

Library materials, except Video Games and 7-day DVD's, can be renewed two times for 14 days per renewal. Video games can be renewed one time for 14 days. 7-day DVD's can be renewed two times for 7 days per renewal. Materials can be renewed at self-check machines, by accessing the Web Catalog, by phone, or in person at the Library.

Items on hold for another customer cannot be renewed.

Interlibrary Loan items may be renewed one time for 14 days at the discretion of the lending library. Interlibrary Loan items may be renewed by phone or in person at the library; they may not be renewed by using the self-check machines or by accessing the Web Catalog.

### WAIVING LIBRARY FINES

In order to responsibly serve the taxpayers of Marathon County, while sustaining the goodwill and cooperative relationship the Marathon County Public Library enjoys with its patrons, the Library Board adopts a policy outlining conditions under which the option of granting a waiver of all or part of a fine or charge assessed to a patron is authorized by the Board. Staff will not waive fines or fees from their own record or for a family member. Staff will not waive fines for another staff member unless written authorization from a manager is provided.

1. Circumstances that would merit library staff exercising this option include hardship situations defined as follows:
2. Natural or climatological conditions or disasters which impede a patron from accessing the library to return materials by the due date;
3. Family tragedy, including death or other such traumatic circumstance;
  - a. Fines may be waived if there is evidence that a library error may have resulted in an erroneous fine.
4. Any similar unusual circumstances that cause patrons not to be able to meet their usual library obligations and responsibilities, including returning or renewing items by the due date, which fall in the general area of "compassionate response" on the part of the library. Fines over \$20.00 require a manager's approval to be waived.

Please Note: Library management may require a form of verification of extenuating circumstances.

CHECKS RETURNED: Will be turned over to a collection agency. A reasonable fee will be assessed.