

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

Title: Checkout Policies, Fines and Fees
 Effective Date: 02-06-95
 Authorized By: Library Board of Trustees
 Date of Last Revision: 10-2021

The Marathon County Public Library places limits on the number of items a patron can check out at one time and has set lending periods for each type of item. The maximum number of items a cardholder can check out at any given time is 100. Patrons with temporary library cards are limited to checking out two items at a time.

The Library assesses daily overdue fines for days the Library is open according to the following table:

Item	How Many?	How Long?	Daily Fine?
New Books	Max limit	14 days	.10
All Other Books	Max limit	21 days	.10
DVDs - Movies	6	7 days	1.00
DVDs - TV Series	6	14 days	1.00
VHS Videos	Max limit	7 days	.10
Video Games	1	14 days	1.00
Playaways	3	21 days	1.00
Playaway View/Launchpad	3	7 days	1.00
Musical Recordings CD & Cassette	25	14 days	.10
Audiobooks CD & Cassette	Max limit	21 days	.10
AV Equipment	1	7 days	1.00
InterLibrary Loan	5 per mo	As listed	1.00
Magazines	Max limit	7 days	.10
Artwork	5	56 days	1.00

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Book Discussion Kits	Max limit	56 days	.10
Traveling Tales	1	14 days	1.00
E-readers / Scanner	1	14 days	1.00
Laptops /Tablets* (In-house use)	1	2 hrs	\$10.00 / hr.

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

OVERDUE FINES:

Library fines accrue according to the terms defined in 10.10a.

- Fine amounts are as follows:
 - \$.10/day for all items except interlibrary loans, DVDs, video games, Playaway, Traveling Tales, AV equipment and artwork
 - \$1.00/day for interlibrary loans, DVD's, video games, Playaway, Traveling Tales, AV equipment and artwork
- Each item can accrue a maximum late fine of \$5.00/item except for interlibrary loans, which can reach \$50.00 maximum.
- A library card is considered in good standing when fines do not exceed \$5.00. When a patron's fines exceed \$5.00, checkouts, renewals and item requests will not be possible. Having 25 or more overdue items will also prevent patrons from checking out, renewing or requesting items, even if their fines are below \$5.00.
- A fee of \$10.00 will be assessed for any accounts sent to a debt collection agent. Checks returned will be turned over to a collection agency. A reasonable fee will be assessed.

HOLDS AND RENEWALS:

The maximum number of items that one patron can have on hold at one time is 100 items.

Library materials, except for Lucky Day items, can be renewed two times. Renewal times are of equal length to the original loan period. Materials can be renewed at self-check machines, by accessing the online catalog, by phone, or in person at the library.

An item cannot be renewed if another patron has it on hold.

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 online catalog (see: Policy 10.24 a-d).

WAIVING LIBRARY FINES:

The Marathon County Public Library generally does not waive patron fines, but will under certain circumstances. The Library Board has adopted a policy outlining conditions under which a waiver of all or part of a fine, will be granted. Library employees are also subject to these conditions.

Circumstances that would merit library staff exercising the option to waive a fine include hardship situations defined as follows:

- Natural or climatological conditions or disasters which impede a patron from accessing the library to return materials by the due date;
- Family tragedy, including death or other such traumatic circumstances;
- If there is evidence that a library error may have resulted in an erroneous fine;
- Any other circumstances which fall under the general area of “compassionate response” on the part of the library. Fines over \$20.00 require a manager/lead’s approval to be waived.

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