

CIRCULATION OF MATERIALS, LOAN PERIODS & FINES

Loan Periods

All materials circulate for three (3) weeks with the exception of the following:

New Adult Fiction (including Browsing Collection materials)	one (1) week
Videos/DVDs (<i>including Rental DVDs</i>)	one (1) week
Newspapers & Magazines	one (1) week

Rare Book Collection, Reference Collection and Local History Collection materials do not circulate and may only be viewed in the library.

Renewals

Materials may be renewed two times unless an item is on hold for another patron. Items in the Browsing Collection and Rental DVDs may not be renewed. If an item is renewed after the grace period regular fines will be assessed for the length of time item was overdue. Items may be renewed in person, via the phone or via the Internet (the online catalog is available through the Library's webpage at www.pewaukee.org).

Grace Period

There is a grace period of three (3) days on all items except for videos and DVDs. If an item is returned within the grace period no fines will be assessed. If an item is returned after the grace period the full fine will be assessed.

Overdue Notifications

Patrons receive first notification of overdue materials by phone two (2) weeks after the due date. If items are not returned they will receive a second notification by phone four (4) weeks after the due date. If items are still not returned they will receive a third notification in the mail six (6) weeks after the due date. At that time they will be billed for the cost of replacing the items. If the matter is still not resolved eight (8) weeks after the due date the patron will be sent a letter of notification that they will be receiving a citation from the Village of Pewaukee Police Department.

Patrons who sign up to receive e-mail notifications will receive an e-mail three (3) days before the item is due notifying them of the upcoming due dates. Also, patrons who sign up for e-mail notifications will receive their first overdue notice by e-mail one (1) week after the due date.

Returning Materials

Materials may be returned to any library within Waukesha County but patrons are encouraged to return the materials to the owning library or to the library where the item was checked out. The Pewaukee Public Library has external book drops where material may be returned 24 hours a day, 7 days a week. Media items including audio books, videos and DVDs should be returned in the slot specifically marked for that type of material.

Fines

\$0.15 per day on all items except videos and DVDs

\$1.00 per day on all videos and DVDs (including Rental DVDs)

Maximum fine for an item - \$10.00

No fines will be assessed on Children's and Young adult materials checked out on cards belonging to patrons under the age of eighteen (18) except for Videos and DVDs

Replacement Library card - \$3.00

Replace barcodes on items - \$1.00 (if damaged or missing)

If a patron is billed for the cost of the item (either the item is long overdue, damaged or lost) overdue fines will not be assessed.

Adopted by the Board of Trustees: January 16, 2008; Sally Ruf, Library Board President