

CIRCULATION OF MATERIALS, LOAN PERIODS & LATE FEES

Loan Periods

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

New Adult Fiction (including Browsing Collection materials)	fourteen (14) days
DVDs (including Rental DVDs)/BluRays	seven (7) days
DVD Series & Sets	fourteen (14) days
Newspapers & Magazines	seven (7) days

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 three times unless an item is on hold for another patron. Items in the Browsing Collection, BluRays, and Rental DVDs may not be renewed. Items may be renewed in person, by phone, or online (the online catalog is available through the Library's webpage at www.pewaukee.org). Items borrowed from outside the Bridges Library System may not be renewed.

Overdue Notifications

Patron can choose to receive notifications either by phone, email, text, or print.

Patrons receive first notification of overdue materials fourteen (14) days after the due date. If items are not returned they will receive a second notification twenty-eight (28) days after the due date. If items are still not returned they will receive a third notification in the mail forty-two (42) days 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 within 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 a courtesy e-mail three (3) days before the item is due notifying them of the upcoming due dates.

The Library will make attempts to contact patrons regarding overdue material(s) with information given by the patron but cannot be responsible for emails or phone calls not received due to invalid information provided or other issues outside the control of the Library.

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, DVDs and BluRays should be returned in the slot specifically marked for that type of material.

Fines

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

\$1.00 per day on all DVDs and BluRays (including Rental DVDs and DVD Series & Sets)

\$1.00 per day on ILL materials

Maximum fine for an item - \$10.00

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

Replacement Library card - \$1.00

Replace barcodes and/or RFID tags on items - \$1.00 (if damaged or missing)

Replace digital disc overlay on items - \$2.00 (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.

Payment of Fines and/or Fees

Payment of fines and/or fees may be made in cash or by check. Checks returned for insufficient funds will not be re-deposited and a \$25.00 NSF fee will be assessed and placed on the Patron's account. The patron's account will remain blocked until the full amount of fines and fees is paid by cash, money order or cashier's check.

Adopted by the Board of Trustees: January 16, 2008; Sally Ruf, Library Board President
Revised by the Board of Trustees: November 17, 2010; Dawn Jones, Library Board Pres.
Revised by the Board of Trustees: January 16, 2013; Dale Noll, Library Board President
Revised by the Board of Trustees: March 18, 2014; Laura Muchowski, Library Board Pres.
Revised by the Board of Trustees: March 18, 2015; Laura Muchowski, Library Board Pres.
Revised by the Board of Trustees: November 18, 2015; Lisa Jansen, Library Board Pres.
Revised by the Board of Trustees: August 24, 2016; Lisa Jansen, Library Board Pres.