

## Borrowing Library Materials

Any holder of a CAFÉ library card which is not expired or has less than \$10.00 in fines and/or fees may check out materials. The cardholder is responsible for all materials checked out on their card. The total item checkout limit is 200.

### Loan Periods and Renewal

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

- New Adult Fiction and Browsing Collection circulate for fourteen days
- DVDs/Blu-Rays circulate for seven days
- DVD Series & Sets circulate for fourteen days
- Newspapers & Magazines circulate for seven days
- Zoo/Museum Passes circulate for three days

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

Materials may be renewed three times unless item is on hold for another patron. Items in the Browsing Collection and items borrowed from outside the Bridges System may not be renewed.

### Returning Materials

Materials may be returned to any library within the CAFÉ Library System. The Pewaukee Public Library has an external book drops where material may be returned 24 hours a day, 7 days a week.

### Holds

CAFÉ cardholders may place a hold on most circulating items. The maximum hold limit is 100.

### Overdue Materials and Fines

Fines will be assessed for overdue items according to the schedule below. The maximum fine for an item is \$10.00 (except for Zoo/Museum passes). Overdue notification settings are set at time of registration and may be changed online, in-person, or by phone. Overdue notification is a courtesy and the library cannot be responsible for emails or phone calls not received due to invalid information provided or other issues outside the control of the Library. The overdue fine is \$0.15 per day on all items except:

- DVDs and Blu-rays (including DVD Series & Sets) - \$1.00 per day.
- ILL materials - \$1.00 per day.
- Zoo/Museum passes - \$50.00 per day.

No fines will be assessed on Children's materials except DVD's and Blu-rays.

## **Lost and Damaged Materials**

Borrowers are responsible for loss of and damage to materials they borrow. Replacement costs are assessed according to the Replacement Costs for Lost or Damaged Materials Policy.

- The Library will not accept a replacement copy in lieu of payment.
- 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.
- If a lost item is returned within 30 days of the date of payment, a refund will be provided at the discretion of the Library Director, and overdue fines reapplied.

## **Payment of Fines and Fees**

Payment may be made in cash or by check at the circulation desk, or online via electronic payment. 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.

## **Restriction of Borrowing Privileges**

Library card holders with over \$10.00 in fines and/or fees will be restricted from borrowing materials.

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Adopted by the Board of Trustees: April 21, 2021; Leslie Miller, Library Board President.