

## 7.5 CIRCULATION: LOAN RULES, FINES & FEES

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Review:

### 7.5.1 Loan Periods, Fines, Fees and Other Charges

Item Type	Loan Period	Renewals	Lost & Damage Charges
Books (not including Lucky Day Collection) Audio Books, Magazines, and Music CDs	21 Days	Items without holds can be renewed 2 times. Items with holds are not renewable.	Items returned with damage or 21 days overdue will be billed the cost of replacement plus a \$5 billing fee. The billing fee cannot be removed from patron accounts.
DVDs	7 Days	Items without holds can be renewed 2 times. Items with holds are not renewable.	Items returned with damage or 21 days overdue will be billed the cost of replacement plus a \$5 billing fee. The billing fee cannot be removed from patron accounts.
Lucky Day Collection	7 Days	\$ .50 per day / per item. Up to \$5.00 / item.  Items may not be renewed.	Items returned with damage or 21 days overdue will be billed the cost of replacement plus a \$5 billing fee. The billing fee cannot be removed from patron accounts.
Rental DVDs	3 Days	\$1 per day / per item. Up to \$10 / item.  Items may not be renewed.	Items returned with damage or 21 days overdue will be billed the cost of replacement plus a \$5 billing fee. The billing fee cannot be removed from patron accounts.
Book Discussion Kits	28 Days	\$1.00 per day	Items returned with damage or 21 days overdue will be billed the cost of replacement plus a \$5 billing fee. The billing fee cannot be removed from patron accounts.
Kits (Other)	21 Days	\$1.00 per day	Items returned with damage or 21 days overdue will be billed the cost of replacement plus a \$5 billing fee. The billing fee cannot be removed from patron accounts.
Lawn Games	7 Days	\$1.00 per day / per item. Up to \$10 / item	Items returned with damage or 21 days overdue will be billed the cost of replacement plus a \$5 billing fee. The billing fee cannot be removed from patron accounts.

### 7.5.2 INTERLIBRARY LOAN PERIODS AND FINES

Loan periods and fines on materials borrowed through interlibrary loan are determined by the owning library.

### **7.5.3 OVERDUE NOTICES**

Overdue notices will be sent according to the following schedule:

First overdue notice: 7 days after due date

Second overdue notice: 14 days after due date

Replacement bill: 21 days after due date

This schedule applies to all Hudson Area Public Library materials. Notices for ILL materials will be sent according to the following schedule:

First overdue notice: 3 days after due date

Second overdue notice: 10 days after due date

Replacement bill: 21 days after due date

Patrons with materials that are more than 60 days overdue may be referred to a collection agency or the Police Department. Library staff may release information about overdue materials to a collection agency or the Police Department when a patron has at least one item that is 60 days or more overdue and fines or fees of \$50.00 or more. Pursuant to Wisconsin State Statutes, a collection agency will be considered an agent of the library and will be required to maintain confidentiality of patron information, including but not limited to the identity of borrowers and materials borrowed and / or used.

### **7.5.4 Paying Fines, Fees, and Other Charges**

Once fines, fees, and other charges reach \$10 or more, a library card is locked and cannot be used for checking out materials; however, a locked card will not bar a patron from using the public access computers at the Hudson Area Public Library. The ability to use a public access computer with a locked card may differ at other MORE libraries. Individual library policies should be consulted.

Fines and fees may be paid at any MORE library or you can pay online if they are more than \$1.