

## Introduction

It is the responsibility of each patron to return by the due date all borrowed library materials to the EGPL, in an undamaged condition. Patrons who fail to return undamaged materials within the specified time limit are subject to fines and charges prescribed by the EGPL.

The due date applicable to borrowed material is stated on the checkout slip that accompanies the borrowed material. Each patron is responsible for keeping track of due dates for borrowed materials and returning the materials on time. Patrons who fail to return materials on time or whose borrowed materials have been lost, stolen or damaged are subject to one or more of the fines, charges and other consequences described in this Policy.

## Fines for overdue materials

Fines are charged for items that are returned after their due date. Fines are charged based on the schedule below and are subject to adjustment by EGPL as noted:

EGPL DVDs ~~and~~, Blu-Rays ~~and other audio or video materials~~: **\$1 per day.**

EGPL books and all other materials: **10 cents per day** for all materials except for children's material which is billed at: **5 cents per day.**

Interlibrary loan materials: **10 cents per day.**

All costs, if any, incurred for collection of owed fines and fees.

The maximum overdue fine for any item returned in good condition will not exceed **\$5**.

Fines may be paid at the EGPL with cash or check. In addition, fines may also be paid using a credit or debit card through a patron's account in the Café system. A service charge will be incurred when using a credit or debit card.

Note: EGPL reserves the right to revise the fine schedule following prior notification by EGPL on its website and posting in the EGPL.

## Charges for damaged, lost or stolen materials

Patrons with long overdue (6 weeks overdue or more), damaged, lost or stolen library material will be charged the item's replacement cost and the current processing fee all as determined by Library Director. EGPL does not accept donated replacement copies of lost, stolen or damaged materials. Refunds (excluding the processing fee) are given if lost or stolen materials are returned to EGPL in good condition within six months of the payment date along with the original EGPL receipt of payment for the replacement cost. Recovered material that does not qualify for a refund becomes the property of the patron who paid EGPL its charge for such material. EGPL reserves the right not to replace the damaged, lost or stolen material if the Library Director determines that resources are better deployed for other purposes.

### **Denial of Borrowing Privileges**

Borrowing privileges will be denied when a patron:

- Has unpaid fines or charges of **\$20** or more.
- Has unreturned or damaged items of any value, for which they have been billed and not paid within thirty days of billing.

The Library Director may waive denial of privileges if there are sufficient extenuating circumstances in the Library Director's sole discretion. Such waiver may be available to other patrons under the same or comparable circumstances, as determined by the Library Director.

### **Replacement of lost or damaged library cards**

The replacement fee for a lost or damaged library card is **\$1.00** (excluding replacement of a card due to normal wear and tear for which there is no charge). Appropriate identification will be required to obtain a replacement card.

### **Charges for copying, faxing and printing**

The charge for photocopying and printing is **15 cents** per page for black and white copies and 50 cents per page for color copies. The charge for faxes is **\$1** per page.

### **Fee Cards**

The annual fee for EGPL cards for Milwaukee County residents who borrow library materials is \$40.

The annual fee for EGPL internet/computer use cards for Milwaukee County residents is \$10.

Appeals and Comments may be made to:

EGPL Library Director  
13600 Juneau Boulevard  
Elm Grove, Wisconsin 53122

Adopted by the Library Board of Trustees on September 20, 2021

Amended and approved by the Library Board of Trustees on October 18, 2021 [and November 15, 2021](#)