

Alice Baker Library Overdue and Fine Policy

A 72 hour grace period is observed for most overdue items belonging to Alice Baker Library. Overdue items returned within the 72 hours have no fine charged. After the grace period has elapsed, fines are calculated from the first day after the due date.

No grace period is extended for the following classifications of items:

- Browsing collection
- Non-CAFÉ Interlibrary Loan items

Fines are calculated as follows:

Adult Materials and Children's Materials checked out on Adult Cards	Per Day	Maximum per Item
Books (<i>Both hardcover and paperback</i>)	\$.15	\$10.00
Audiocassettes (<i>Books on Tape</i>)	\$.15	\$10.00
DVDs /Videocassettes	\$.50	\$10.00
Compact Discs (<i>Audio books, and music CDs</i>)	\$.15	\$10.00
CD-ROMS	\$.15	\$10.00
Magazines	\$.15	\$2.00
Pamphlets	\$.15	\$2.00
Toys, kits, and puppets	\$.50	\$10.00
E-Book Readers	\$1.00	\$10.00
Digital Camera	\$1.00	\$10.00
Interlibrary Loan (<i>Items borrowed from libraries outside the CAFÉ system</i>)	\$1.00	\$10.00

Children's Materials, checked out on Children's Cards	Per Day	Maximum per Item
Books (<i>Both hardcover and paperback, includes board books</i>)	\$.05	\$2.00
Audiocassettes (<i>Books on Tape, and music tapes</i>)	\$.05	\$2.00
DVDs /Videocassettes	\$.05	\$2.00
Compact Discs (<i>Audio books, and music CDs</i>)	\$.05	\$2.00
CD-ROMS	\$.05	\$2.00
Magazines	\$.05	\$2.00
Pamphlets	\$.05	\$2.00
Toys, kits, and puppets	\$.05	\$2.00
Interlibrary Loan (<i>Items borrowed from libraries outside the CAFÉ system</i>)	\$1.00	\$10.00

Persons owing fines of \$10.00 or more will have suspended borrowing privileges. Persons owing any fines lose Internet privileges.

First and Second Notices

Overdue notices are generated automatically by the CAFE system. The CAFE system administrator has directed Alice Baker Library to access and print its patron overdue notices each Wednesday.

First notices are generated when items are at least 14 days overdue. Second notices are generated when items are at least 28 days overdue. The shelves are checked for each item each time, and the notices are mailed out to patrons as promptly as possible.

Patrons with email addresses entered into their account information receive the first overdue notice by email.

Third Notices

Third notices are generated when items are at least 42 days overdue. Shelves are again checked. If the replacement cost of a patron's overdue items totals less than \$100.00, the third notice is mailed, along with an invoice for the cost of the item(s).

If the total replacement value of a patron's overdue items is \$100.00 or more, the third notice is sent with a certified letter, assessing the replacement charges. The certified letter cites Library Board Policy, Municipal Code 15.04(19) and Wisconsin State Statute 943.61. The patron is informed that failure to return the item(s) will cause police administration costs to be incurred in the amount of approximately \$150.00, in addition to library charges already listed. Ten business days are allotted for compliance.

If overdue patrons receiving certified letters fail to respond, the matter is turned over to the Village of Eagle Police Department.

Replacement of Lost Items

If lost items are returned, the replacement charges are waived and the fine is charged, plus the cost of the certified letter, if applicable. If a patron pays to replace a lost book or other item, the overdue fine is waived. No refunds will be issued if lost items are subsequently found.

Items purchased by patrons are not accepted as replacement for lost library items.

Declared Lost

The CAFE system officially declares items lost when they are 60 days overdue.

Interlibrary Loan Fees

The requesting patron is always notified promptly when an Interlibrary Loan item arrives at Alice Baker Library. A second call is made if the item is not picked up within a week. Unclaimed items are returned to the owning library after about ten days unless special arrangements have been made.

When items are special-ordered from libraries outside the CAFÉ system through Interlibrary Loan, considerable time is spent in researching and administering the request. If the patron never appears, Alice Baker Library reserves the right to charge a fee of \$1 to the patron's account for each unclaimed item.

Damage Fees and Replacement Costs

The Alice Baker Memorial Public Library will charge a minimum of \$5 for minor damage to items, such as missing barcodes and spine labels, damage to book covers, and broken video or audio cases, etc.

Replacement costs for items lost or damaged beyond repair will be calculated using the following tables. (Exception: Items costing \$50.00 or more, or items not specifically listed [Example: digital camera], will use the list purchase price as the replacement cost.)

Adult and Young Adult Printed Material

Item Type	Standard Replacement Cost
Non-fiction	Price in book or minimum of \$22.00
Fiction hard-cover	Price in book or minimum of \$22.00
Fiction soft-cover	Price in book or minimum of \$20.00
Pocket book-type paperbacks	\$8.00
Magazines	\$4.50
Pamphlets	\$2.50

Adult and Young Adult Non-Print Materials

Item Type	Standard Replacement Cost
CD audio books	1-5 discs--\$30 6-10 discs--\$40 11-20 discs--\$50 21-30 discs--\$60 31+ discs--\$70
Audio books on cassette tape	1-5 tapes--\$20 6-10 tapes--\$30 11-20 tapes--\$40 21-30 tapes--\$50
DVD	\$22 (1); \$10 each additional disc in a set
VHS	\$15 (1); \$10 each additional video in a set
Music CDs	\$20 (1); \$10 each additional CD in a set

Children's Print Materials

Item Type	Standard Replacement Cost
Hardcover & substantial soft-cover Books	Price in book or minimum of \$15.00
Board books	\$7.00 to \$10.00
Pocket book-type paperbacks	\$7.00 to \$10.00
Magazines	\$4.50
Pamphlets	\$2.50

Children's Non-Print Materials

Item Type	Standard Replacement Cost
DVDs	\$22 (1); \$10 each additional disc in a set
Videos (VHS)	\$10 (1); \$10 each additional video in a set
Music CDs	\$20 (1); \$10 each additional disc in a set

CD audio books	1-5 discs--\$30 6-10 discs--\$40 11-20 discs--\$50 21-30 discs--\$60 31+ discs--\$70
Audio books on cassette tape	1-5 tapes--\$20 6-10 tapes--\$30 11-20 tapes--\$40 21-30 tapes--\$50
Kits, puppets, and toys	\$25 to \$35

Approved by Alice Baker Library Board 05/2010