

**WHITEFISH BAY PUBLIC LIBRARY  
CIRCULATION POLICIES AND ADDITIONAL FEES/CHARGES**

| <b>Item</b>  | <b>Loan Period</b> | <b>Renewals Allowed</b> | <b>Holdable?</b> | <b>Maximum Items Allowed</b> | <b>Overdue Charge Per Day</b> | <b>Grace Period</b> | <b>4th Day Overdue Charge</b> | <b>Maximum Overdue Charge</b> | <b>Senior Citizen's Privileges</b> |
|--|--------------------|-------------------------|------------------|------------------------------|-------------------------------|---------------------|-------------------------------|-------------------------------|------------------------------------|
| Book, Hardcover, Adult   | 3 weeks            | 2                       | Yes              | 100                          | \$0.15                        | 3 day               | \$0.60                        | \$5.00                        | Y                                  |
| Book, Lucky Day, Adult Fiction                                 | 2 weeks            | 0                       | No               | 100                          | \$0.15                        | 3 day               | \$0.60                        | \$5.00                        | N                                  |
| Book, Lucky Day, Adult Non-Fiction                             | 3 weeks            | 0                       | No               | 100                          | \$0.15                        | 3 day               | \$0.60                        | \$5.00                        | N                                  |
| Book, New Fiction, Adult                                       | 2 weeks            | 2                       | Yes              | 100                          | \$0.15                        | 3 day               | \$0.60                        | \$5.00                        | N                                  |
| Book, New Non-Fiction, Adult                                   | 3 weeks            | 2                       | Yes              | 100                          | \$0.15                        | 3 day               | \$0.60                        | \$5.00                        | Y                                  |
| Book, Paperback, Mass Market/Trade, Adult                      | 3 weeks            | 2                       | Yes              | 100                          | \$0.15                        | 3 day               | \$0.60                        | \$5.00                        | Y                                  |
| Book, Hardcover, Children's and Young Adult                    | 3 weeks            | 2                       | Yes              | 100                          | \$0.15                        | 3 day               | \$0.60                        | \$5.00                        | Y                                  |
| Book, Paperback, Mass Market/Trade, Children's and Young Adult | 3 weeks            | 2                       | Yes              | 100                          | \$0.15                        | 3 day               | \$0.60                        | \$5.00                        | Y                                  |
| Book, Holiday, Children's                                      | 1 week             | 2                       | Yes              | 100                          | No fee                        | 3 day               | No fee                        | No fee                        | N                                  |
| CD, Adult Music  | 3 weeks            | 2                       | Yes              | 30                           | \$0.15                        | 3 day               | \$0.60                        | \$5.00                        | Y                                  |
| CD, Children's Music   | 3 weeks            | 2                       | Yes              | 30                           | \$0.15                        | 3 day               | \$0.60                        | \$5.00                        | Y                                  |
| CD, Spoken word, Adult, Children's                             | 3 weeks            | 2                       | Yes              | 30                           | \$0.15                        | 3 day               | \$0.60                        | \$5.00                        | Y                                  |

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|-------------------------------------|-------------|------------------|------------------------------------|-----------------------|------------------------------|--------------|------------------------|------------------------|-----------------------------|
| Playaway, Children's                | 3 weeks     | 2                | Yes                                | 30                    | \$0.15                       | 3 day        | \$0.60                 | \$5.00                 | Y                           |
| Wonderbooks                         | 3 weeks     | 2                | Yes                                | 2                     | \$0.15                       | 3 day        | \$0.60                 | \$5.00                 | Y                           |
| DVD, Fiction and Non-Fiction, Adult | 3 weeks     | 2                | Yes                                | 30                    | \$0.50                       | 3 day        | \$2.00                 | \$5.00                 | Y                           |
| DVD, Fiction and Non-Fiction, Youth | 3 weeks     | 2                | Yes                                | 30                    | \$0.50                       | 3 day        | \$2.00                 | \$5.00                 | Y                           |
| Kit, Children's                     | 3 weeks     | 2                | Yes                                | 100                   | \$0.15                       | 3 day        | \$0.60                 | \$5.00                 | Y                           |
| Kit, Book Club, Adult               | 6 weeks     | 2                | Yes                                | No Maximum            | 0.15                         | 3 day        | \$0.60                 | \$5.00                 | N                           |
| Periodical, Circulating             | 1 week      | 2                | No                                 | 100                   | \$0.15                       | 3 day        | \$0.60                 | \$5.00                 | N                           |
| Take & Tinker Collection            | 1 week      | 2                | Yes-pick up & return at            | No Maximum            | \$0.50                       | 3 day        | \$2.00                 | \$5.00                 | N                           |
| Board Games                         | 1 week      | 2                | Yes-pick up & return at WFBPL only | 10                    | \$0.15                       | 3 day        | \$0.60                 | \$5.00                 | N                           |
| Puzzles                             | 3 weeks     | 2                | Yes                                | 10                    | \$0.15                       | 3 day        | \$0.60                 | \$5.00                 | Y                           |
| ECF Laptops                         | 1 week      | 2                | Yes-pick up & return at WFBPL only | 1                     | Replacement Cost = \$1500.00 | 3 day        | \$5.00                 | \$5.00 if returned     | N                           |
| Museum Passes                       | 3 days      | 0                | Yes-pick up & return at WFBPL only | No Maximum            | \$10.00                      | No grace     | \$40.00                | \$40.00                | N                           |

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| Hotspots           | 1 week                    | 2                | Yes-pick up & return at WFBPL only | 1                         | \$1.00                 | 3 day        | \$4.00                 | \$5.00 if returned     | N                           |
|--------------------|---------------------------|------------------|------------------------------------|---------------------------|------------------------|--------------|------------------------|------------------------|-----------------------------|
| Item               | Loan Period               | Renewals Allowed | Holdable?                          | Maximum Items Allowed     | Overdue Charge Per Day | Grace Period | 4th Day Overdue Charge | Maximum Overdue Charge | Senior Citizen's Privileges |
| Reference Material | At Librarian's Discretion | 0                | No                                 | At Librarian's Discretion | \$5.00                 | No grace     | n/a                    | No Maximum             | N                           |

| Item                                     | Fee                                  | Comments  |
|--|--------------------------------------|---|
| Hold Non-Pickup Fee                      | No fee                               | No fee for items on the hold shelf that are not picked up or cancelled before hold pickup   |
| Check, Returned                          | \$50.00                              | NSF Fine and amount of original check issued to WFBPL will be applied to patron's library record.   |
| Copies/Printed Pages                     | \$0.15/page B&W<br>\$0.50/page Color | Per page cost includes tax.   |
| Flash Drive                              | \$4.00                               | \$3.78 plus tax.  |
| Library Card, Replacement                | No fee                               | Cards may be replaced for no cost.  |
| Access Cards for Whitefish Bay Materials | No fee                               | For individuals who are not residents of Milwaukee County. This card will permit the checking out of Whitefish Bay Public Library materials from the Whitefish Bay Public Library <b>only</b> . Exclusions may apply. |
| Interlibrary Loan Overdue Charges        | \$1.00/day                           | No grace period. No maximum for overdue charges. No Senior Citizen privileges. Applies to all borrowers. For replacement, call ILS to obtain actual cost of material. Default price =                                 |
| Infopass Overdue Charges                 | Varies                               | Overdue and replacement charges are determined by the owning library. Contact Central Infopass Clerk if more information is needed. No maximum for overdue charges. No Senior   |

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