



## **South Milwaukee Library**

1907 10<sup>th</sup> Avenue  
South Milwaukee, WI 53172  
P (414)768-8195  
W [smlibrary.org](http://smlibrary.org)

### **Circulation Policy**

Approved by the Library Board of Trustees, 6/22/2023

Revised, 3/24/25

Our loanable materials are available to any county resident with a Milwaukee County Federated Library System (MCFLS) library card in good standing. Most of our materials are available to request for pick up at other MCFLS library locations.

#### *Loan Periods:*

Loan periods and fines vary between MCFLS locations. Be sure to check the policy of the library whose items you have checked out.

#### **3 Week Materials:**

- Books and paperbacks
- Large print books
- Music CDs (limit 30)
- CD audio books
- Library of Things
- STEM kits

#### **7 Day Materials:**

- DVDs (limit 30)
- Magazines
- Board games

#### **3 Day Materials:**

- Explorer Passes (limit 1, nonrenewable)

#### **6 Week Materials:**

- Crochet hooks and knitting kits

All South Milwaukee-owned materials – except for Explorer Passes – may be renewed twice if there are no holds placed on the item. You may renew materials in person, over the phone at (414) 277-0183, or online on CountyCat. You may also sign up for text notices and renew through text.

Three week material can be renewed 7 days before the due date; seven day material can be renewed 3 days before the due date. A renewed item is given an additional



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three weeks on three week items, and seven days on seven day items. Items renewed when overdue will still accrue fines for the period when the item was overdue.

### **Fines & Fees:**

#### ***Overdue Charges:***

All South Milwaukee-owned items have a three-day grace period, except for Explorer Passes. Items with a grace period that are returned up to three days after the due date will not accrue fines; if the items are returned four or more days after the due date, fines are assessed from the due date. Fines on all materials are 10¢ per day. Fines are charged for Sundays and holidays. Items returned BEFORE opening will be considered returned the previous business day. Fines must be paid to \$10.00 or below to check out materials.

Missing parts can be returned at any Milwaukee County public library location. Fines and grace periods vary between MCFLS libraries; be sure to check the policy of the libraries whose items you have checked out, even if you have picked them up at South Milwaukee. Paying with a credit or debit card is now available for totals over \$1.00. It can be done online through CountyCat or in person at the South Milwaukee Public Library.

#### ***Lost/Damaged/Unreturned Items:***

If an item is lost, damaged, or unreturned, the card owner becomes responsible for the full cost of the item. The card owner is responsible for all fines on their card.

If a lost and paid item is found and returned in good condition, the replacement cost will be waived and the patron will be responsible for overdue fines only. See the staff at the circulation desk to begin the refund process.

Materials owned by other Milwaukee County libraries may be paid for at South Milwaukee, but refunds MUST be claimed at the owning library. Please be aware that refund policies vary for each library. Charges for damaged items are assessed by the owning library.