

**Title: Fines and Fees Policy****Effective Date: 10/16/2018****Authorized by: Library Board of Trustees****Date of Last Revision:****Fines**

All fines for overdue materials will be charged in accordance with the guidelines set out in the Materials Loan Policy.

Fines for overdue materials should be collected promptly and all staff should remind the patron of their fines at the time of checkout.

**Paying Bills**

Fines and fees may be paid at any time by the card holder. If the patron does not have their card an ID may be used to look up the account. Patrons can pay fines on someone else's card only if they have the card with them and they are an authorized user or parent/guardian.

Information about bills and fines will be considered confidential information and staff will not disclose the amount of or reason for any fine or fee to anyone other than the card holder or an authorized proxy.

**Fine Forgiveness**

Fines of \$1.00 or less may be forgiven at the discretion of any staff member if there are extenuating circumstances.

Examples of acceptable circumstances include, but are not limited to:

- Failure of library or public systems, i.e. internet, electricity, or phone outage
- Staff error
- Goodwill for patrons, especially new patrons
- Weather emergencies
- Hospital stays (up to one week of fines)
- Loss of materials to fire or natural disaster
- Stolen materials

The Assistant to the Director or Library Director may forgive fines in any amount.

Fines on adult cards that were accumulated when the cardholder was a minor may be waived in their entirety if it is deemed not to be the fault of the cardholder.

It is up to each staff member to determine the sincerity of the request for fine forgiveness. In order to encourage staff to use their discretion no employee will ever be terminated or disciplined for a single instance of forgiving fines. Disciplinary measures may be taken if employees repeatedly abuse their right to forgive fines.

Fines on inactive patron records will be waived if the record has been expired for at least 3 years. The fines will be removed from the records and the records will be purged from the system.

Fine forgiveness programs may be instituted at the discretion of the Board of Trustees. All fine forgiveness programs will adhere to all applicable laws.

**Fees**

Fees for materials will be collected according to the Lost and Damaged Materials Policy.

Fees for materials may only be waived with the approval of the Assistant to the Director or Library Director.

The Library will never charge administrative or service fees

**Copy and Fax**

Copy, print, and fax charges will be set at the following rates:

	8 ½ x 11	Legal	Fax
Black and White	10 ¢	10 ¢	\$1.00
Color	25 ¢	25 ¢	n/a

**Lamination**

Lamination charges will be set at the following rates:

	Anything smaller that sized	Letter sized	Legal sized	12x18
Lamination Fees	50 ¢	\$1.00	\$1.50	\$2.00

All copy, print, fax, and lamination charges must be paid at the time of the operation. These fees may not be placed on a patron record to be paid at a later time.

Staff may not offer discounts on any of these charges.