



SALT LAKE COUNTY LIBRARY SERVICES

Authorized By:	Salt Lake County Library Board				
Subject:	Fines and Fees Policy				
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Policy Statement

Salt Lake County Library Services is committed to providing equitable access to library materials and services to library patrons. To fulfill this commitment, the Library Board of Directors establishes fines and fees to insure the return of materials or compensation for County assets.

The purpose of this policy is to ensure that the library's internal controls and procedures are sound and are designed to maintain proper accountability for the library's materials as well as any funds due the County.

Fine and Fee Schedule		
<u>Card Fees</u>		
Type	Amount	
New Library Card	Free	
Replacement Card	\$1.00	
Guest Card – Library public computer use. (All temporary guest cards have filtered access only.)	\$1.00 for one day	
Non-Resident Card, 1 year	\$80.00	
Non-Resident Card, 6 months	\$40.00	
Additional non-resident cards for family members at the same address.	\$5.00 per person	
<u>Material Fines</u>		
Materials must be returned to the library by the close of business on the day the item is due to avoid late fines.		
Late fines:		
Item Type	Loan Period	Fine per day
Books	21 days	\$.15
Books on CD	21 day	\$1.00
CD/Book Combo	21 days	\$.15
Compact Discs (music)	21 days	\$.15
DVDs	7 days	\$1.00
eAudiobooks	21 days	Never overdue, no fine
eBooks	21 days	Never overdue, no fine
Magazines	21 days	\$.15
Maximum late fine for items with a 15¢ per day late fine is \$5.00, not to exceed the price of the item		
Maximum late fine for items with \$1.00 per day late fine is \$10.00, not to exceed the price of the item		
Maximum amount of fines or fees allowed before suspending service, \$10.00		

Other Fees	
Type	Amount
Collection fee for accounts 45 days delinquent with unpaid fees over \$25.00	\$10.00
Processing fee	\$5.00
Damage, Repairable	\$5.00
Damage, Irrepairable	Price of item plus Processing Fee
Lost Item, charge after item is 45 days delinquent	Price of item plus Processing Fee
Missing Part	Price of item plus Processing Fee
Printing from computer	\$.10 per page for black & white; \$.50 per page for color
Copy machine	\$.10 per page for black & white
Piano	\$5.00 per use
3.5 floppy disk	\$1.00 each
Book Bags	\$1.00 each
Earbuds	\$3.00 each
Flash Drives	\$7.00 each
Room Reservations	
Charges may be assessed for not vacating the room in a timely manner.	
Charges may be assessed for any damage to equipment or premises.	
Suspended reservations with fees for damages.	
Book Sale	
Paperbacks	\$.50 each
Hardbacks	\$1.00 each
Periodicals	\$.05 each
Books on CD	\$1.00 per disc up to \$5.00
Books on Tape	\$.50 per cassette up to \$2.00
Option to special price all items.	
Interlibrary Loan Service (ILL)	
Interlibrary Loan Fee	Set by the owning library
Overdue Fines	\$1.00 per day per item
Missing lending labels	\$2 per label
Maximum amount allowed unpaid before suspending service	\$10.00
Charge for lost or damaged items	Set by the owning library
Collection charges	Same as the regular fines and fees

Adopted by the Salt Lake County Library Board, January 30, 2006. Amended by the Board, March 27, 2006. Approved by the Salt Lake County Council, April 18, 2006. Amended by the Board, August 25, 2008; Amended by the Board, February 23, 2009. Amended by the Board October 26, 2009. Amended by the Board August 23, 2010. Amended by the Board, April 25, 2011

Richard H. Nixon, Library Board Chair