



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	\$.25
Books on CD	21 day	\$.25
CD/Book Combo	21 days	\$.25
Compact Discs (music)	21 days	\$.25
DVDs	7 days	\$.25
eAudiobooks	21 days	Never overdue, no fine
eBooks	21 days	Never overdue, no fine
Magazines	21 days	\$.25
Maximum late fine for items is \$5.00, not to exceed the price of the item.		
Maximum amount of fines or fees allowed before suspending service, \$10.00		
<u>Other Fees</u>		
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, Irreparable	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
Copy/scan/fax	\$.10 per page for printing; \$1 per page for fax
Piano	\$5.00 per use
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.	
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

1.0 Fine Waivers

1.1 Under certain circumstances, fines and fees may be waived either partially or fully at the discretion of the library and are considered on a case-by-case basis. Staff may use their knowledge of library policies or procedures to assess a particular situation relating to the customer's account and decide that it is in the library's best interest to waive all or part of the fines/fees.

1.1.1 A waiver transaction form needs to be completed each time a fine is waived.

1.1.2 Fine waivers greater than an amount set by library administration must be approved by a supervisor before being granted

1.1.3 Correction of an error or waiver of fees which were assessed as result of a library error may be approved after the fact.

1.2 At the discretion of the library director, special fine waivers may be authorized for participation in special library promotions and/or events.

1.2.1 The library director will report to the Board when special fine waivers are offered in connection with promotions and/or events.

1.2.2 The fiscal department will track and report the total amount waived.

1.2.3 Staff can waive fines/fees in the amount authorized when presented with a special waiver form.

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. Amended by the Board, June 23, 2014. Revised and approved by the Board, May 23, 2016.

Paul Benner, Library Board Chair