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|  | Authorized | Salt Lake County Library Board of Directors | |
| | By: | | |
| | Subject: | Fines & Fees | |
| | Effective Date | Version # | Revision Date |
| | January 30, 2006 | 14 | 08/24/2020 |

Policy Statement

Salt Lake County Library 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 | | |
|--|--------------------|------------------------|
| 1.0 Card Fees | | |
| Type | Amount | |
| New Library Card | Free | |
| Replacement Card | \$1.00 | |
| Non-Resident Card, 1 month | \$10.00 | |
| Non-Resident Card, 3 months | \$20.00 | |
| Non-Resident Card, 6 months | \$40.00 | |
| Non-Resident Card, 1 year | \$80.00 | |
| Additional non-resident cards for family members at the same address | \$5.00 per person | |
| 2.0 Material Fines | | |
| Materials must be returned to the library by the close of business on the day the item is due to avoid late fines. | | |
| 2.1 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. If an account is blocked due to lost or damaged item and fines/fees are under threshold, staff may assist with checkout. | | |
| Realia (except Hot Spots) | 7 days | \$1.00 |
| Hot Spots and Chrome Books | 45 days | \$1.00 |

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| Maximum late fine for Realia items (including Hot Spots and Chrome Books) is \$15, not to exceed the price of the item. | |
| 2.2 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, 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 | \$.10 per page for printing |
| 3D Printing | \$.05 per gram (maximum 100 grams of filament) & \$.50 maintenance fee |
| Realia (including Hot Spots and Chrome Books) Damage, Repairable Damage, Irreparable Lost Item, charge after item is 45 days delinquent Missing Part | Price of component plus Processing Fee Price of item plus Processing Fee Price of item plus Processing Fee Price of item plus Processing Fee |
| Charge for Library@Your Door bags that are lost or damaged other than through normal wear and tear | \$5 |
| 3.0 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. | |
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| 4.0 Interlibrary Loan Service (ILL) | |
| Interlibrary Loan Fee | Set by the owning library |
| Overdue Fines | \$1.00 per day per item |
| Missing lending labels | \$2.00 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 |

5.0 Waivers

5.1 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.

5.1.1 A waiver transaction form needs to be completed each time a fine/fee is waived.

5.1.2 Waivers greater than an amount set by library administration must be approved by a manager/supervisor before being granted

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

5.1.4 Collection fee cannot be waived.

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

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

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

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

5.2.4 Special waivers cannot be used toward non-resident 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, 201. Amended by the Board, June 23, 2014. Revised and approved by the Board, May 23, 2016. Revised and approved by the Board, February 25, 2019. Revised and approved by the Board May 20, 2019. Revised and approved by the Board January 27, 2020. Revised and approved by the Salt Lake County Library Board of Directors, June 22, 2020. Revised and approved by the Salt Lake County Library Board of Directors, August 24, 2020.