



Planning and Policy Manual

Abstract

This document includes the long range plan, technology plan, bylaws of the Saratoga Springs Public Library Advisory Board, and policies which govern Library operations.

Saratoga Springs Public Library

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IX: Fines and Fees

Fines and fees are adopted and amended by the City Council through ordinance on occasion. As of the date of adoption of this Policy, the following fines and fees apply, which are subject to change from time-to-time:

Card Fees

Type	Amount
Non-Resident Account, 6 Months	\$50.00
Non-Resident Account, 1 Year	\$100.00
Replacement Card	\$3.00

Material Fines

Materials must be returned to the Library by the close of business on the day an item is due to avoid late fines. Fines will not be assessed on Sundays, holidays, or days the Library is closed.

Item Type	Loan Period	Fine per day
Audio Books	21 days	\$0.25
Books	21 days	\$0.25
DVDs	7 days	\$0.50
Equipment	14 days	\$0.75
Inter-Library Loan	As determined by the lending library	As determined by the lending library
Kits	21 days	\$0.25
Launchpads	14 days	\$0.75
Recreation Equipment	14 days	\$0.75
Video Games	14 days	\$0.50

Damaged Items, Lost Items, and Processing Fees

Items that are returned more than 60 days overdue or that the Library has repurchased, are ineligible to have the replacement cost removed from the account and will be treated as donations to the Library.

Fee Type	Amount
Damage: Audio Book Case- Multi-Disc Ringed Case	\$8.00
Damage: Irreparable	Current replacement cost plus \$5.00 processing fee
Damage: Media Case- Multi-Disc	\$2.50
Damage: Media Case- Single Disc	\$1.00

Lost Item	Current replacement cost plus \$5.00 processing fee
Processing Fee: Barcode	\$2.00
Processing Fee: Damaged Item	\$5.00
Processing Fee: Lamination	\$3.00
Processing Fee: Lost Item	\$5.00
Processing Fee: Spine Label	\$1.00
Processing Fee: RFID Tag	\$2.00

Returned in Book Drop

Equipment, Kits, Games, Launchpads, Literacy Sets, or Recreation Equipment returned in the book drop will be charged a \$5.00 fee for each item. If damage to the item is discovered by Library employees, these additional costs will be added to the customer's account.

Collection Agency Fee

A fee of \$20.00 will be charged for accounts with \$50.00 or more in lost or damaged items that are not paid within 90 days of the 30 day overdue notice being issued. The account will then be sent to a collection agency.

Payment Plans

If the customer works with the designated member of staff indicated in their overdue notices to establish a payment plan prior to the account being sent to collections, no collection agency fee will be charged and the account will not be sent to collections, as long as the payment plan is followed. They will be unable to resume the use of their Library card until the balance on their account is less than \$10.00.

Inter-Library Loan Fee

The fee of \$3.00 or the postage cost, whichever is greater, will be charged for items which are borrowed from other libraries and postmarked back to the originating library.

Printing

The cost to print is \$0.20 per page using black ink or \$0.50 per page using colored ink. If double sided copies are printed, the cost to print is \$0.40 per page in black ink or \$1.00 per page in color ink. Printing shall only occur on paper provided by the Library.

Refunds

If a customer has paid for a lost item and returns the item within 30 days of payment, the Library will refund the cost of the item, but not the processing fee or any late fines.

Customers will be required to bring the lost item to the Circulation Desk at the Library during open hours to assess the item for damage. If the item is found to be undamaged, an employee will process a refund request for the item. The customer will be asked to identify if they would like their refund applied as credit on their account or through a check mailed by the City.

Fine Waivers

1. The Library Board reserves the right to authorize the Library to allow customers who make specific donations to waive outstanding fines. This may happen during designated dates, which shall not exceed 14 days in a calendar year.
2. Fines of up to \$2.00 may be waived at the discretion of the Library employees and up to \$50.00 may be waived at the discretion of the Library Director.
 - a. For fines and fees above \$50.00, the City Council delegates authority to the City Manager to exercise discretion to waive fines or fees on a case-by-case basis.
3. Customers may apply for a fine forgiveness program once every 36 months based on a demonstration of a medical or financial hardship for the adult account holder or co-signer.
 - a. This program can allow for the forgiveness of a portion of the overdue fines. All items must be returned or replacement cost and processing fees must be paid.
 - b. Customers must fill out an application for fine forgiveness within 120 days of the 30-day overdue notice being issued or within 120 day of the fine's accrual date, whichever occurs first, to qualify for the program.
 - c. Adjustments will be calculated as follows: customer will pay for 50% of the total of overdue fines. For example, if the customer owes \$200.00, they will be responsible for \$100.00.
 - d. Customers may make payments until the amount has been paid in full with the minimum monthly payment of either 10% of the adjusted fine or \$5.00, whichever is greater. They will be unable to resume the use of their Library card until the balance on their account is less than \$10.00.