

	Authorized	Salt Lake County Library Board of Directors	
	By:		
	Subject:	Fines & Fees Policy	
	Effective Date	Version #	Revision Date
	January 30, 2006	17	10/25/2021

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 ensure 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 transparent, sound, and designed to maintain proper accountability for the library's materials as well as any funds due the County.

Associated Policies

- Borrowing Privileges
- Library Account
- ILL Borrowing Policy
- Fines and Fees Schedule

1.0 Material Fines

1.1 Patrons are responsible for the library materials and technology checked out on their cards and are expected to return borrowed items by the loan periods established in the library's *Borrowing Privileges Policy*.

1.1.1 Materials must be returned to the library by the close of business on the day the item is due to avoid late fines.

2.0 Other Fees

2.1 Library cards are free to residents of Salt Lake County registering for the first time for a library account.

2.2 A fee is charged for replacement cards and non-resident cards. (See *Fine and Fee Schedule*)

2.3 The library charges fees to reimburse the cost of consumables, including but not limited to items such as copies, create space materials, and other supplies. (See *Fine and Fee Schedule*)

2.3.1 Create space materials may be provided free of charge as part of library programming.

3.0 Interlibrary Loan Service (ILL)

3.1 Salt Lake County Library card holders who request and receive materials from other libraries through Interlibrary Loan (ILL) are responsible for fines or fees as set out in the county library's *Interlibrary Loan Policy*.

4.0 Waivers

4.1 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

4.1.1. 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.

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

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. 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. Revised and approved by the Salt Lake County Library Board of Directors, March 23, 2021. Revised and approved by the Salt Lake County Library Board of Directors, May 24, 2021. Revised and approved by the Salt Lake County Library Board of Directors October 25, 2021.