

Library Charges and Fees Policy

Application

This policy applies to all people borrowing or using Library resources. It is also meant to guide Library personnel in determining when a charge or fee is applicable. All persons using the Library agree to comply with this policy.

Purpose

The purpose of this policy is to provide the ability for all community members to borrow materials without the concern of fines for late return. Fines present a barrier to library use among those that most need access. Fines also contribute to material attrition, as a patron who can't afford to pay a fine on a late item may not return it at all. Evidence indicates that getting rid of fines raises circulation numbers, brings lapsed users back to libraries and promotes good will in the communities that the Library serves.

Policy

The Community Library (TCL) strives to provide access to all of its materials to the people in the communities it serves. The Library and its patrons share the responsibility for the collection and as such it is expected that the patrons return borrowed items on time and treat them with care.

TCL does not collect or assess daily late fees (fines) for overdue materials. (TCL reserves the right to exempt some material types from this policy at its discretion). A replacement fee will be issued to patrons who have not returned library material 21 days after their due date. The patron will be notified when they accrue a fee by mail. If a patron pays the replacement fee and then finds the item the fee will be returned to the patron when the lost item is returned within 30 days of payment, in good condition, and proof of payment.

There may be fees associated with borrowing items, please refer to the fee schedule for applicable guidance.

* Libraries in the SALS system may charge fines. When borrowing from other libraries be sure to review their policy.

Responsibility

Patrons who borrow materials are responsible for the care and return of items borrowed. When items are lost or damaged, patrons are responsible to pay for their replacement. TCL is responsible for providing access to all materials to all members of the communities it serves without charging late fees. The Library Director is responsible for training and supporting staff in the implementation of this policy.

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Reviewed by/on: