

Timberland Regional  
**LIBRARY**   
POLICY

---

TITLE: Fees Policy

POLICY NUMBER: 005

EFFECTIVE DATE: 5/27/2015

REVIEW DATE: 5/1/2018

SUPERSEDES POLICY NUMBER: 3F32; Policy #005 dated 5/1/2012

AUTHORIZED BY: Board of Trustees

---

1. Purpose: To provide direction for charging library fines and fees within Timberland Regional Library (TRL).
2. Scope: This policy applies to all TRL libraries.
3. Background: None.
4. Definitions: None.
5. Policy:
  - a. As a tax-funded intercounty rural library district in the State of Washington, TRL provides basic library services free of charge.
  - b. TRL will charge the following fines and fees:
    - i. Fines for overdue, lost and damaged materials.
    - ii. Collection agency fee when a library user is referred to a collection agency for non-payment of fines and fees.
    - iii. Photocopying.
    - iv. Printing at public access computers.
    - v. Non-resident card fees.
    - vi. Interlibrary loan pass-through charges.
  - c. TRL will actively pursue the return of library materials and payment of fines and fees, including the use of a collection agency and a collection agency referral fee.

- d. TRL may waive some fees for library patrons who have experienced bankruptcy, fire, hospitalization or similar emergencies, or theft. Patrons may be asked to provide supporting documentation and appeals may require administrative review.
- e. Inactive patron library accounts owing less than \$50.00 and not in debt collection are purged after 3 years and the library accounts are deleted from the database. Inactive patron accounts in debt collection and owing less than \$1,000.00 are purged after 7 years and the library account deleted. Accounts owing in excess of \$1,000.00 are not purged.
- f. TRL Library Director is authorized to establish and enforce reasonable limits and fees and will inform the Board of Trustees of changes.

6. References:           None.

7. Citations:            RCW 27.12.270

By the enactment of this policy the Board of Trustees of Timberland Regional Library is concurrently rescinding any prior policy or procedure within TRL that is either in conflict with or expansive of the matters addressed in this policy.

Approved by the Board of Trustees, May 27, 2015

\_\_\_\_\_  
President, Board of Trustees

\_\_\_\_\_  
Date