



Fees Policy

Policy Number: 005

Supersedes Policy #3F32; 005 - 05/27/15

Approved: 11/20/2019

Authorized by: Board of Trustees

Effective: 12/01/2019 - 12/01/2023

Review Date: 09/01/2023

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:**

A. Essential library services includes admission to the library, research and reference services, access to print and digital collections, and borrowing materials.

5) **Policy:**

A. As a tax-funded intercounty rural library district in the State of Washington, TRL provides essential library services free of charge and recognizes the barriers to access created by monetary fines.

B. TRL may charge for the replacement costs of lost and damaged material.

C. TRL may charge non-residents a single household fee determined annually by the Board of Trustees. Non-resident fees will reflect the same rate an average household pays in property taxes and city contract fees to TRL and may be paid monthly, semi-annually, or annually.

D. TRL may charge interlibrary loan pass-through charges if material may not be obtained otherwise.

E. TRL may charge for photocopying and printing from public access computers.

F. TRL will actively pursue the return of library materials and payment of fines and fees.

G. TRL may waive some fines and 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.

H. Inactive patron library accounts owing less than fifty (\$50.00) dollars and not in

debt collection are purged after three (3) years and the library accounts are deleted from the database. Inactive patron accounts owing between fifty (\$50.00) dollars and one thousand (\$1,000.00) dollars are purged after seven (7) years and the library account deleted. Accounts owing in excess of one thousand (\$1,000.00) dollars are not purged.

- I. The Executive Director is authorized to establish and enforce reasonable limits and fees and will inform the Board of Trustees of changes.

6) **References:**

- A. ALA Resolution on Monetary Library Fines as a Form of Social Inequity.
- B. Use of Library Materials Policy.

7) **Citations:**

- A. RCW 27.12.270

 11/20/2019
Cheryl Heywood, Executive Director

 11/20/2019
President, Board of Trustees

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.

