

800-06 — Fines and Fees Waiver

Statement of Purpose

The Fairport Public Library Board has established guidelines for the loan of library materials, including overdue fines and fees for lost and damaged items.

The Library Board developed this policy and the guidelines that follow to allow library employees the ability to waive fines and fees when determined necessary.

Guidelines

Accumulated fines and fees on library patron records may be waived or otherwise modified by a library employee with specific authorization to do so by one of the following:

- Librarian on duty at the reference desk
- Clerk on duty at the circulation desk
- Clerical Supervisors
- Library Director and Assistant Library Directors

The conditions under which such records may be modified include:

- Correction of erroneous fines or fees
- Negotiation of a payment schedule designed to return a “delinquent” borrower to “good” status provided that such patron does not have a documented history of abusing library-borrowing policies
- Extenuating circumstances that, in the judgment of the above-mentioned authorized individuals, were beyond the control of the patron, such as Illness/Hospitalization, Death, Bad Weather, etc.
- Extenuating circumstances where, in the judgment of the above-mentioned authorized individuals, it would be in the best interest of the Library to waive fines or fees

Information on any and all fines or fees waived under this policy, including the amounts and the corresponding patron information, shall be recorded in a manner that can be reviewed by the Library Director or their designee, if necessary.

Adopted: August 11, 2015

Reviewed:

Revised: October 12, 2021