

Salem Public Library

Fine Free Policy

Administrative Rule No. 101-04 Salem Public Library Fine Free Policy

Adopted: 7/01/2022

Salem Public Library is committed to reducing financial barriers to accessing services. Salem Public Library's Fine Free Policy is informed by ALA's Free Access to Information Policy B.4.2 which asserts "charging of fees and levies for information services, including those services utilizing the latest information technology, is discriminatory in publicly supported institutions providing library and information services." Through this administrative rule action, Salem Public Library will not charge fines for overdue materials. Additionally, Salem Public Library will not charge fees for Inter-Library Loan requests. There may be fees from the lending library and/or postage charges but none from Salem Public Library.

Patrons will be charged the price of the item and a processing fee for items that are overdue past 21 days as such items will be assumed Lost. User privileges will be suspended when said user's account exceeds a balance of \$50.00.

Charging for long overdue or LOST items

- If an item is overdue 21 days, it will be assumed LOST and the patron will be charged for the item and a processing fee.
- If a LOST item is returned to the Library in good condition, the replacement charge and the processing fee will be removed from the patron's account.
- If a LOST item is paid for and returned within six months of the item deemed LOST, the replacement cost and processing fee will be refunded.

Charging for Damaged and Missing Pieces

- At the City Librarian's discretion, patrons may be charged the replacement cost and a processing fee for damaged items. Such charges will depend on the nature and severity of the assessed damage.
- At the City Librarian's discretion, patrons may be charged the replacement cost and a processing fee for items returned with missing pieces. Such charges will depend on the circumstance and the potential for missing pieces to diminish future use of the item.
- Charges for items not owned by Salem Public library will be determined by the original lending library.

Debt Collections

- When debt collection services are necessary, such cases will be referred to CCRLS for processing.