



## PIMA COUNTY, ARIZONA BOARD OF SUPERVISORS POLICY

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### **Purpose:**

The purpose of the schedule is to outline fees and fines that may be charged to Library customers.

### **Policy:**

The Pima County Public Library charges the fines and fees listed below to encourage the prompt return of materials and to guarantee that lost or damaged items are replaced. The Library also charges for some special services. Library Administration will review the fees periodically and recommend changes as deemed appropriate.

**Arizona Resident Cardholder Annual Fee for additional reserve privileges: \$25.00**

### **Fines for overdue materials:**

	<b>Daily</b>	<b>Maximum</b>
General Collections	\$0.25	\$7.50
Fotonovelas	\$0.10	\$1.00
General Audience Magazines	\$0.25	\$3.00

### **Fines waiver:**

Fines for overdue materials may be waived, at the discretion of the library, when the overdue material is returned under certain circumstances. The following may be considered as potentially valid reasons to waive fines for overdue materials:

- The customer has a medical, financial, or transportation hardship.
- Proven incapacity of the cardholder responsible for the materials.
- The customer has reported the card lost or has a police report that it has been stolen.
- The customer has been deployed with the United States military.
- A minor participated in Books for Bucks program
- Customer participated in an approved fine amnesty program.

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- Customer lives in a residential care facility and the material is returned within 30 days of the due date.
- The overdue materials have been impounded by law enforcement.
- There has been a change in custody or guardianship of a minor resulting in confusion over responsibility for library materials.

Fines will be waived in the event that the Library has technical difficulties resulting in erroneous fines.

Staff will not waive fines or fees from their own record or for a family member. Staff will not waive fines for another staff member unless written authorization from a branch manager is provided.

**Fines and Fees for Interlibrary Loan materials:**

- Overdue materials: The greater of the fee set by the loaning library or \$0.50 per day up to a maximum of \$10.00. (fines may be waived under the extenuating circumstances set forth above.)
- Shipping: Actual cost.
- Replacement, if lost: Actual cost, plus any fees charged by the loaning library.
- Copying of materials: Actual cost or fee set by the loaning library, whichever is greater.

**Checks Returned for Insufficient Funds:** The amount of the check plus a \$25.00 Treasurer’s fee. Additionally, if the amount (including the \$25.00 fee) is not paid in full within 12 days from the date notice is mailed, the check will be reported to the Pima County Attorney’s Bad Check Program and additional program costs and penalties of up to \$125.00<sup>1</sup> will be assessed.

**Collection Agency Fees:** The amount owed for overdue fines, applicable replacement costs, and a \$10.00 collection fee.<sup>2</sup>

**Lost or damaged materials:** Unless the fine or fee is waived because of extenuating circumstances set forth above, the customer may either replace the item or pay the replacement fee established by the Library. If the customer chooses to replace the item, the replacement must be in the same format, it must be in good condition and it must be acceptable to the Library.

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1 These costs and penalties may be increased by the Bad Check Program without notice.

2 If a delinquent account was turned over to Collection prior to July 1, 2006, the fee may be up to 40% of the total amount of the account.

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**Library services:**

Photocopying: \$0.10 per page  
Black and White Printing: \$0.10 per page

Headphones **priced at unit cost**  
**Fax outgoing local \$1.00**  
**Fax outgoing long distance \$1.50**  
**Fax Receiving \$.50**  
**Flash Drive priced at cost of drive**

Adopted: August 7, 2007  
Revised: March 17, 2009  
Revised: June 3, 2009  
Revised: July 7, 2009  
Revised: August 16, 2010  
Proposed Revision: Sept. 13, 2011  
Revised: October 4, 2011  
Revised: May 14, 2013; Effective: Sept. 1, 2013