



Manatee County Board of County Commissioners Administrative Policy Manual

Fine-Free Public Library

Policy #: I.1

Date Issued: 00/00/00

Purpose

To establish the Manatee County Public Library System (MCPLS) as a fine-free public library system. By moving to a fine-free system, the Board of County Commissioners (BCC) will reinforce the County's commitment to equity and inclusion and remove barriers to resources for many community members. Fines for overdue materials discourage customers from accessing the invaluable resources that our libraries offer such as free technology, literacy, and lifelong learning. Customers will continue to be liable for costs associated with lost or damaged items, as well as fees for non-resident cards where applicable.

Definitions

Fines – money owed for overdue materials

Fees – cost of replacement for damaged or lost materials; non-resident cards

Policy

- MCPLS does not assess overdue fines. MCPLS does assess lost or damaged and non-resident fees.
- A customer's account will be charged for the replacement price of unreturned items 21 days after the due date.
- Customer may replace a lost or damaged item with another copy of the item. The item should be in new or very good condition and must match the edition/version of the original item. Such exchanges are accepted upon the approval of the Collection Development manager. A \$3.00 processing fee will be assessed for each lost and damaged item to cover library's processing costs.
- All fees are **non-refundable**. Returned lost and paid materials are not eligible for a refund.
- Borrowing privileges are suspended for any card holder owing a balance in unpaid fees of \$5.00 or more. These privileges will be reinstated upon return or replacement of lost materials and/or payment of all fees.
- Inter-library loan borrowing privileges are suspended for any card holder owing a balance in unpaid fees of \$5.00 or more. These privileges will be reinstated upon return or replacement of lost materials and/or payment of all fees.

Fee schedule:

1. Fees for lost or damaged library supplies:

- a. Outer container for audiovisual:
 - i. Music CD/DVD/MP3 case \$1.00
 - ii. Audiobook cases \$7.00
 - iii. Playaway cases \$3.00
- b. Supplemental print material not integral to book or set
 - i. map, chart, pamphlet, booklet, etc. \$3.00
- c. Supplemental AV material not integral to set
 - i. CD ROM, CD, bonus material DVD \$3.00

2. Replacement fees – Lost and Damaged library materials:

All replacement fees are based upon ability to find the purchase price, usually designated on the bibliographic record for each item. If cost is not reflected in the record, the following uniform prices will apply:

- a. **Books:**
 - i. Adult categories \$25.00
 - ii. Juvenile and Young Adult \$20.00
 - iii. Board books \$6.00
 - iv. Mass market paperbacks \$8.00
 - v. Trade paperbacks \$15.00
- b. **DVDs** \$15.00
- c. **Audiobooks and Music CDs**
 - i. per disc up to full replacement \$8.00

3. Library card fees:

- a. Residents of Manatee County may obtain a library card. A Resident is defined as any individual whose permanent home address is in Manatee County, who owns property, a home, or a business in Manatee County, who attends school (grades K-12, technical or college) in Manatee County, or who is employed in Manatee County. Those not meeting any of these criteria are considered non-residents.
- b. A reciprocal borrowing agreement exists for card holders of many of the library systems in this region of Florida. The Manatee County Library System will honor library cards in good standing from any of these partnering library systems. A current list of participating reciprocal libraries is available [here](#).
- c. Non-resident library card fee is **\$25.00** per year
- d. Lost library card replacement: **No Charge**

4. Special services fees:

- a. Reference by mail – including 20 pages and postage:
 - i. Originating outside Manatee County: \$5.00
 - ii. Requests within Manatee County: \$2.00
 - iii. Additional copies \$0.25 per page
- b. ILL Interlibrary loan - the library does not charge customers to request materials from other library systems; however, the lending libraries sometimes assess fees to lend their materials. When these fees are incurred, a check made payable to the lending library is collected from borrowing customer.

5. Library Staff Processes:

- Debt collect fees of \$10 are no longer added to customer accounts. In the event one still appears in a customer account, all library staff have the authority to waive that fee and while doing so will initial the record.

- The library staff may waive up to \$5.00 for fees on an account and will initial the records when the fee is waived. If fees greater than \$5.00 are waived, the on-duty supervisor must provide their approval and initial the record as well.
- Library fines are no longer added to customer accounts. In the event one still appears in a customer account, all library staff have the authority to waive that fee and while doing so will initial the record. If fines greater than \$5.00 are waived, the on-duty supervisor must provide their approval and initial the record as well.

Originator, Title and Department Name

Elizabeth Partridge, Library Services Manager, Manatee County Public Library System, Neighborhood Services Department

Authority

Florida Statute 125.01

History

None

Related Procedures

None

Issued and Sunset Dates

Issue Date: 00/00/00

Sunset Date: [9 Years]