



Uintah County Library Fee Policy

POLICY STATEMENT

Uintah County Library (UCL) is committed to providing equitable access to library materials and services to library patrons. To fulfill this commitment, the Library Board of Directors establishes fines and fees to ensure the return of materials or compensation for County assets.

PURPOSE

The purpose of this policy is to ensure that the library's internal controls and procedures are transparent, sound, and designed to maintain proper accountability for the library's materials as well as any funds due the County.

ASSOCIATED POLICIES

- Account and Card Policy
- Borrowing Privileges Policy
- Uintah County Code - Chapter 3.30 - County Fee Schedule

1. MATERIAL FINES

- 1.1 It has been demonstrated that the imposition of fines does not effectively deter the late return of materials. Additionally, fines serve as an inequitable barrier to service, disproportionately impacting children and community members with the least financial resources. Given the Library's core values of equitable service and barrier-free access to information and services, we do not impose or collect fines for the late return of materials.
- 1.2 Patrons are responsible for the library materials and technology checked out on their cards and are expected to return borrowed items by the loan periods established in the library's Borrowing Privileges Policy.
- 1.3 Materials must be returned to the library by the close of business on the day the item is due. Items more than 45 days delinquent will be considered lost and the account will be charged the full price of the items until they are returned, replaced, or paid for.

2. OTHER FEES

- 2.1 Library cards are free to residents of Uintah County registering for the first time for a library account.
- 2.2 A fee is charged for replacement cards and non-resident cards. (See *County Fee Schedule* –

Library Fee Schedule.)

- 2.3** The library charges fees to reimburse the cost of consumables, including but not limited to items such as copies, create space materials and other supplies. (See *County Fee Schedule – Library Fee Schedule*.)

2.3.1 Create space materials may be provided free of charge as part of library programming.

- 2.4** The library accepts cash and credit card payments only. Checks are not accepted for any fees or charges.

3. INTERLIBRARY LOAN SERVICE (ILL)

- 3.1** Uintah County Library cardholders who request and receive materials from other libraries through Interlibrary Loan (ILL) are responsible for fees as set by the owning library.

4. WAIVERS

- 4.1** Under certain circumstances, fees may be waived either partially or fully at the discretion of the library and are considered on a case-by-case basis.

- 4.2** Miscellaneous ways to pay off fines may include the following:

- Food for fees (items may not be expired or bulging)
- Hygiene items
- Reading down fees

4.2.1 These methods may not be applied to fines for items owned by other libraries.

5. REFERRAL TO COLLECTION AGENCY

- 5.1** The UCL may contract with a collection agency if a patron owes at least \$100 in total fees or has at least one lost item and the account is 60 days (or more) overdue.

- 5.2** If there is no action after 120 days, the patron's name may be sent to credit agencies for listing.

- 5.3** Any account that is sent to the collection agency will be subject to an additional collection fee.

This policy supersedes all previous versions and will be reviewed every three years or as needed.

Approved by the Uintah County Library Board of Directors.

DATE ADOPTED: March 19, 2025

DATE EFFECTIVE: April 8, 2025